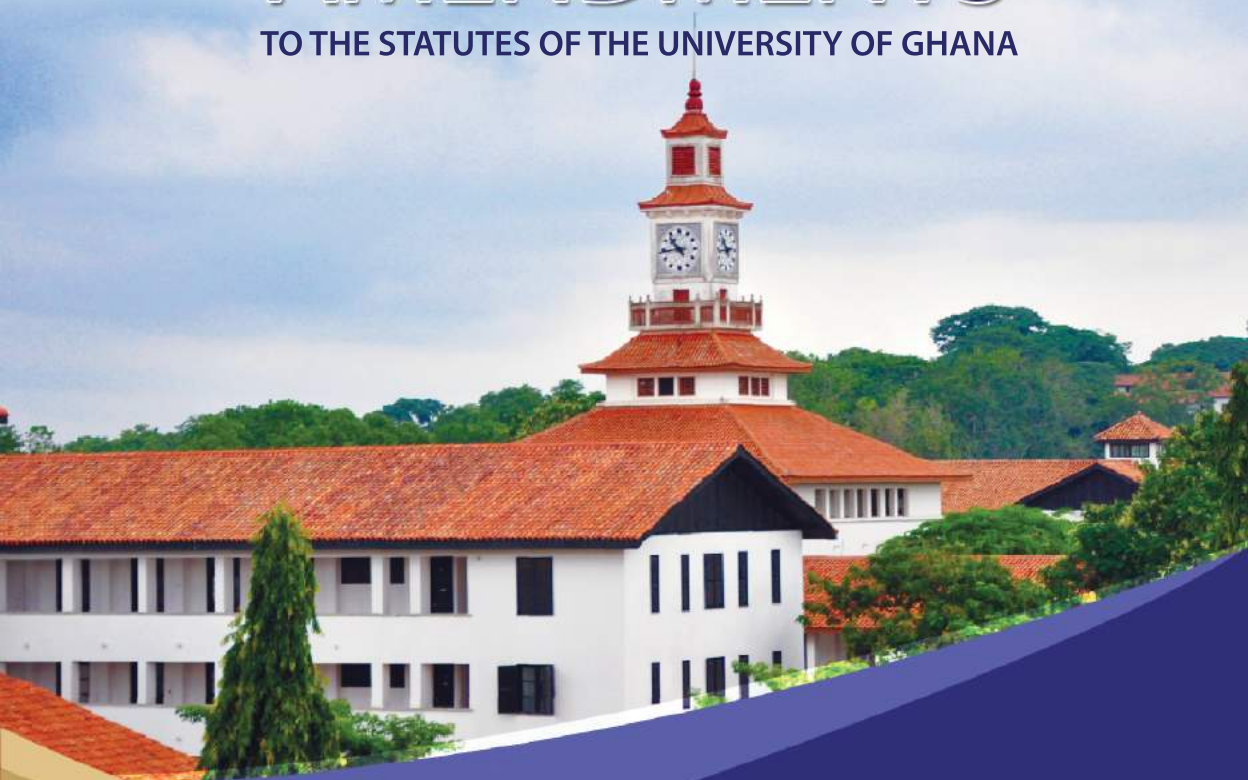




UNIVERSITY OF GHANA

AMENDMENTS

TO THE STATUTES OF THE UNIVERSITY OF GHANA





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**AMENDMENTS TO THE
STATUTES OF THE UNIVERSITY OF GHANA**

AMENDMENTS TO THE UNIVERSITY OF GHANA STATUTES

This Publication contains amendments made to the Statutes of the University of Ghana published on 1st May 2011.

It should therefore be read together with the aforementioned Statutes.

Passed by Council on June 26, 2014



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AMENDMENTS TO THE STATUTES OF THE UNIVERSITY OF GHANA

1. DEFINITIONS AND INTERPRETATIONS

Statute 1

(a) "College"

Delete '*faculties*' and substitute '*governing body*' with '*advisory body*' to read

"College" means a collection of academically related schools, institutes and centres in related disciplines with a central administration and advisory body established by statute and operating under the University Council;

(b) "Department"

Replace '*faculty*' with school to read

"Department" means a division in a School with responsibility for undergraduate and graduate level teaching and research;

(c) "Establishment"

Delete '*faculty*' to read

"Establishment" means a division, sub-division or constituent part or body of the University, such as the central administration, colleges, schools, institutes, programmes, departments, centres, Halls of Residence and other divisions, sub-divisions, constituent parts or bodies of the University;

(d) "Faculty"

Delete '*faculty*' and its definition.

(e) "School"

Delete definition of School and substitute with



"School" means one or more related academic Departments, established by the Council.'

2. THE CHANCELLOR

Statute 3(12)

Substitute '*re-election*' with '*re-appointment*' and '*elected*' with '*appointed*' to read

'The Chancellor shall hold office for a term of five years and is eligible for re-appointment but shall not be appointed for more than two terms.'

3. THE ACADEMIC BOARD

(a) Statute 7(4) (a) should be amended to read

'The Academic Board shall normally operate through a Business and Executive Committee which shall perform such tasks as are specified in schedule B; except that the Business and Executive Committee shall at the request of five members refer a matter before it to the Academic Board.'

(b) Statute 7(6) (b)

Delete '*faculties*'

Substitute '*Board*' with '**Committees and Management Committees of**' to read

'make regulations after receiving reports from the Committees and Management Committees of Colleges, Schools Institutes, and Centres concerned relating to courses of study, the award of degrees and any other academic distinctions;'

(c) **Statutes 7(6) (d)**

Delete *'faculties'* to read

'make recommendations to the Council on the establishment, combination, abolition, change of scope or division of a College, a School, an Institute, Centre or Department;'

(d) **Statutes 7(21) (a)**

Replace *'College Registrar'* with *'College Secretary'*

4. THE REGISTRAR AND REGISTRARY(a) **Statute 10**

Amend Statute 10 (2) (a) and (b) by inserting 'advise on' due to conflict in Statute 15

(b) Without prejudice to the generality of subsection 1 of this Statute, the duties and responsibilities of the Registrar shall include the following:

- (1) advise on 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;
- (2) advise on the preparation of the academic calendar, class schedules, time-tables, grade sheets and the distribution of semester reports;

(c) **Statute 10 (9)**

To ensure that the Statutes indicate that the Registrar has the administrative oversight over the components of the Registry, introduction of a sub clause to read



10.10 For the avoidance of doubt, the Registrar shall have administrative responsibility of the components of the Registry listed under Clause 10(9).

5. DIRECTOR OF ACADEMIC AFFAIRS(a) **Statute 15(1)**

Substitute *'Registrar'* with *'Pro-Vice Chancellor'* to read

'The Council shall appoint a Director of Academic Affairs who shall under the Pro-Vice Chancellor (Academic and Student Affairs) be responsible for the implementation of the academic policy of the University.'

(b) **Statute 15(2)**

Substitute *'assist Registrar in'* with *'be responsible for'* to read

'The Director of Academic Affairs shall be responsible for'

(c) **Statute 15(2) (g)**

Insert *'Legal Counsel and'* after *'with'* on the third line to read

'the preparation and publication of academic materials, including the Handbook of Regulations for courses of study for Junior members in consultation with the Legal Counsel and the Director of Public Affairs'

(d) **Statute 15(2) (h)**

Substitute *'Registrar'* with *'Pro-Vice Chancellor (Academic and Student Affairs)'* to read

'the discharge of any other assignments that the *Pro-Vice Chancellor (Academic and Student Affairs)* shall deem necessary.'

(e) **Delete Statute 15(3)** since the University Admissions Board has been abolished.



6. APPOINTMENT OF EMPLOYEES

Statute 22

Termination of appointment of employees should be provided for in statute 22 as follows:

'Appointment of employees may be terminated in accordance with the Labour Act, 2010 (Act 651)'

7. ACADEMIC DIVISIONS OF THE UNIVERSITY

(a) Statutes 26, 27, 28, 29, 30, 31 and 32 have been amended to read

(b) **Statute 26** Academic Divisions of the University shall be Colleges, Schools, Institutes, Centres, Departments and any 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 in accordance with these Statutes.

(c) **Statute 27** **Colleges**

(1) A College is a cluster of Schools, Institutes and Centres in related disciplines established by Council.

(2) For the avoidance of doubt, an establishment shall not operate as a College unless it has been set up by a statute enacted for that purpose by Council.

(3) A College shall be headed by a Provost who shall be appointed by the Council and shall hold office for a period of three years and shall be eligible for re-appointment for a further term of up to three years.



(4) Where necessary, the Vice-Chancellor may appoint a Deputy Provost to assist the Provost in his duties.

(5) A Provost shall, in the performance of his functions and the exercise of his/her powers, be responsible to the Vice-Chancellor.

(6) The Vice-Chancellor may in writing delegate some of the functions of his office in relation to the management of the affairs of a College to a Provost.

(7) The functions and powers of a Provost shall include coordination of the various establishments in the College.

(8) All Colleges established by or under these Statutes shall have Advisory Boards and Academic Boards whose functions shall be determined by the Council in the statute establishing the College.

(9) The University Council shall make appropriate provision governing the establishment and running of Colleges in accordance with the Act and these Statutes.

(11) No one shall be appointed a Provost or Deputy Provost who is not a Professor.

(d) **Statute 28 Faculties** Replace Statute 29 with Statute 28 as amended

Statute 28 Schools

28. (1) A School is one or more related academic Departments, established by Council.



- (2) A School shall be headed by a Dean who shall be of professorial status appointed by the Council, and the appointment shall normally be made in the academic year preceding the one in which the person appointed is to commence the term of office as Dean. A Dean shall hold office for three years on terms and conditions recommended by the Appointments Board and is eligible for re-appointment for a further term of up to three years.
- (3) Where necessary, the Vice Chancellor may appoint a Vice-Dean to assist the Dean.
- (4) During the absence from the University or incapacity of a Dean of a School for a period exceeding six months, or in the event of a vacancy occurring by resignation or death or any other sufficient cause, the Vice-Dean shall act.
- (5) In the absence of the Dean and the Vice-Dean, the Vice-Chancellor may, until appointment to the vacant office, designate from among the eligible academic senior members of the School one person to serve as an Acting Dean who shall perform the functions of the Dean.
- (6) The Dean of a School shall be responsible, under the Provost, for providing leadership to the School and for maintaining and promoting the efficiency and good order of the School. This will include the general administration namely, financial, human and material resources of the School in accordance with the policies and procedures prescribed by the Act and these Statutes, or as may be determined by Council, the Academic Board and the Management Committee of the School and for ensuring that the approved programmes and services of the School are duly carried out by its members.



Statute 29 Schools (To be replaced by Statute 28, as amended)

Statute 30 Institutes

- (1) An Institute is an establishment with limited financial and operational autonomy as determined by the Academic Board which focuses primarily on multidisciplinary research and or the provision of extension services.
- (2) An Institute shall be headed by a Director who shall be appointed by 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.
- (3) Where necessary, the Vice Chancellor may appoint a Deputy Director to assist the Director in his duties upon terms and conditions to be approved by Council.
- (4) Save as may be provided in a College Statute, the Director of an Institute is responsible, under the Provost for providing leadership to the Institute and for maintaining and promoting the efficiency and good order of the Institute in accordance with the policies and procedures prescribed by the Act and these Statutes or as may be determined by Council and the College Academic Board, and for ensuring that the approved programmes and services of the Institute are duly carried out by its members.
- (5) A Director is responsible for the general administration of the Institute in respect of human, financial and material resources of the Institute within the general framework of University policy.
- (6) For the purposes of appointment or promotion or approval of a course of study an Institute shall be assigned to a designated College at the time of its establishment.
- (7) The Academic Board may approve new proposals for a teaching programme for the Institutes only where it is satisfied that such a programme will not divert attention or resources from their core mission and cannot be run by a teaching department or as a School.

**Statute 31 Departments**

- (1) A Department is a division in a School that has responsibility for undergraduate and graduate level teaching and research.
- (2) A Department shall have a Head who shall be appointed by the Vice-Chancellor on the recommendation of the Provost in consultation with the Dean of the School.
- (4) A Head of Department shall hold office for a term of up to three years, and is eligible for re-appointment. A Head of Department shall be of, at least, the rank of a Senior Lecturer.
- (5) Subject to the powers of the Management Committee of the School and the College Academic Board, a Head of Department shall:
 - (a) be responsible under the Dean for the general administration of the Department in respect of human, financial and material resources of the Department within the general framework of University policy;
 - (b) provide leadership, maintain and promote efficiency and good order in the Department in accordance with the policies and procedures of the University;
 - (c) organise the approved teaching and research programmes of the Departments and encourage the carrying out of research;
 - (d) maintain acceptable standards of teaching and any other academic work;
 - (e) provide for the assessment of student performance;
 - (f) liaise with the Dean of the School in matters affecting the Department;
 - (g) convene a meeting of the members of the Department at least twice a semester for the purpose of planning and evaluating the activities of the Department; and



- (h) advance and promote generally the well-being of the Department and persons engaged in the Department.

- (6) The Head of Department shall consult with other senior members of the Department on matters affecting the welfare of the Department as a whole and, where necessary, shall seek the approval of the Dean on such matters.
- (7) In exceptional circumstances, the Vice-Chancellor may appoint a person not being a member of the Department or a person on post-retirement contract as the Head. Such appointments shall be notified to Council for information.

Statute 32 Centres

- (1) A Centre is an establishment which conducts specialized programmes normally oriented to providing services including teaching or research or advocacy.
- (2) 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.
- (3) 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 their core mission and cannot be run by a teaching department or as a School.
- (4) A Centre shall be headed by a Director who shall be appointed by Council for a term of three years on terms and conditions recommended by the Appointments and Promotions Board and may be eligible for re-appointment for a further term of up to three years.



8. CREATION, OWNERSHIP AND USE OF INTELLECTUAL PROPERTY

Statute 35(3)

Substitute '*copyright*' with '*Intellectual Property*' to read

'The University shall develop an Intellectual Property policy which shall take into account the statutory rights of the University and fair recompense to an employee who produces literary, artistic, musical, audiovisual, choreographic and derivative works as well as sound recordings and computer software and programmes in the course of his employment or under the direction of a unit of the University.'

9. DEAN OF STUDENT AFFAIRS

Statute 38 (2)

Delete Statutes 38(2) (a) and 38(2) (b)

10. RULES AND PROCEDURES RELATING TO DISCIPLINE

(a) Statutes 43(2) and 43(3) (i) and (ii)

Substitute 'Disciplinary Officer' in 43(2) and 43(3) (i) and (ii) with 'Chief Disciplinary Officer' to read

(b) Statute 43(2)

'A disciplinary board or committee shall investigate an allegation of misconduct referred to it by the Chief Disciplinary Officer or the Registrar and shall make appropriate decisions on the charges including sanctions.'

(c) Statute 43(3) (i)

'The Registrar or other authorised University official shall cause to be investigated an allegation of misconduct referred to it by the Chief Disciplinary Officer.'

**(d) Statute 43(3) (ii)**

Where investigations disclose misconduct disciplinary proceedings shall be instituted before the appropriate disciplinary board or committee by the Chief Disciplinary Officer.

(e) Statute 43(4)

'For the avoidance of doubt, it shall not be necessary to conduct an investigation of misconduct where the University is already in possession of the relevant evidence. The persons identified in the evidence shall be charged directly before the appropriate disciplinary committee by the Chief Disciplinary Officer.'

(f) Statute 43(6) b should be amended as follows:

'Dean of the School of Law or a representative of the School of Law of the rank of at least a Senior Lecturer'

(g) Statute 43(11)

Substitute "*Disciplinary Officer*" with "*Legal Counsel*" to read

'The Legal Counsel shall be responsible for prosecuting persons accused of breaching the provisions of any enactment.'

(h) Statute 43(13)

Substitute '*Disciplinary Officer*' with '*Chief Disciplinary Officer*' to read

'A charge shall be in writing, addressed to the accused, and signed by or under the authority of the Chief Disciplinary Officer. It shall contain a statement of the offence or breach with sufficient detail and shall be filed with the Registrar. The Registrar shall promptly notify the Chairman and the Secretary.'

(i) Statute 43(15) should be amended to read

'Disciplinary Boards or Committees shall make recommendations for the appropriate sanctions to the Vice-Chancellor'



NEW PROVISIONS

The following new provisions shall be inserted in the Statutes

1. Office of Institutional Advancement

There is hereby established an Office of Institutional Advancement under the Office of the Vice Chancellor to be headed by an experienced professional with the following responsibilities:

- (a) Raising funds;
- (b) Promotion of institutional growth;
- (c) Promotion of goodwill with stakeholders;
- (d) Promotion of good image for the University.

2. Office of Legal Counsel

- (a) There is hereby established an Office of Legal Counsel.
- (b) Council shall appoint a Legal Counsel who shall, under the Vice-Chancellor be responsible for providing legal counsel, advice and representation in all matters and proceedings and when appropriate shall use the services of outside counsel to assist in carrying out these responsibilities:
- (c) Without prejudice to the generality of the foregoing, the Legal Counsel shall be responsible for:
 - (1) the provision of legal advice for all University related matters;
 - (2) drafting, reviewing and interpretation of all agreements involving the University;
 - (3) representing or ensuring that the University is appropriately represented in all litigation;



- (4) supervising all outside legal services provided to the University to ensure they meet the highest standards;
- (5) facilitation of the work of the Appeals Board of the University;
- (6) serving on planning and policy making Committees;
- (7) reviewing University activities to determine compliance with applicable law;
- (8) discharging any other assignments that the Vice Chancellor shall deem necessary.

3. Sub Committee of Board of Graduate Studies: PhD Technical Committee

There is hereby established a sub-committee of the Board of Graduate Studies to be known as the PhD Technical Committee which shall primarily support the implementation of the University's PhD programme structure and shall have the following responsibilities:

- (a) Develop general guidelines for rolling out the PhD programme Structure;
- (b) Develop guidelines to help academic units in implementing the specific components of the programme;
- (c) Define actions necessary for the successful implementation of the programme for consideration/implementation by Senior Management of the University;
- (d) Support the School of Graduate Studies and the PhD Coordinator in identifying skill sets/gaps and organizing necessary training for faculty involved in the teaching, supervision and examination of PhD thesis research;
- (e) Support the Board of Graduate Studies to ensure high quality of PhD programmes developed by academic units and submitted for consideration by the Board;



- (f) Develop performance indicators and monitoring the performance of the implementation of the PhD structure by academic units;
- (g) Serve as focal point and mentors for PhD candidates in their respective faculties;
- (h) Perform any other assignment that may be referred by the Board of Graduate Studies and the Vice Chancellor.

The members shall be appointed by the Board of Graduate Studies.

4. School of Graduate Studies

There is hereby established the School of Graduate Studies to be headed by a Dean who shall be of professorial status and appointed by Council.



AMENDMENTS TO THE SCHEDULES OF THE STATUTES

SCHEDULE B

STANDING COMMITTEES OF THE ACADEMIC BOARD

- **Schedule B** should be amended to increase the quorum of the Business and Executive Committee from 5 to 11.
- **Bullet four** of the functions of the Business and Executive Committee should be deleted.

SCHEDULE C

Substitute with the following

COLLEGES, SCHOOLS, INSTITUTES AND CENTRES OF THE UNIVERSITY

1. COLLEGE OF HEALTH SCIENCES

School of Biomedical and Allied Health Sciences

- Department of Anatomy
- Department of Audiology, Speech and Language
- Department of Chemical Pathology
- Department of Haematology
- Department of Medical Biochemistry
- Department of Medical Laboratory Sciences
- Department of Medical Microbiology
- Department of Nutrition and Dietetics
- Department of Occupational Therapy
- Department of Pathology
- Department of Physiotherapy
- Department of Physiology
- Department of Radiography



School of Medicine and Dentistry

- Department of Anaesthesia
- Department of Biomaterial Sciences
- Department of Child Health
- Department of Medicine and Therapeutics
- Department of Obstetrics and Gynaecology
- Department of Oral and Maxillofacial Surgery
- Department of Oral Biology
- Department of Oral Pathology and Medicine
- Department of Orthodontics and Paedodontics
- Department of Preventive and Community Dentistry
- Department of Psychiatry
- Department of Radiology
- Department of Restorative Dentistry
- Department of Surgery
- Centre for Tropical Clinical Pharmacology and Therapeutics

School of Nursing

- Department of Adult Health
- Department of Community Health Nursing
- Department of Maternal and Child Health
- Department of Research, Education and Administration
- Department of Mental Health

School of Pharmacy

- Department of Pharmaceutical Chemistry
- Department of Pharmacognosy and Herbal Medicine
- Department of Pharmaceutics and Microbiology
- Department of Pharmacy Practice and Clinical Pharmacy
- Department of Pharmacology and Toxicology



School of Public Health

- Department of Biological, Environmental and Occupational Health
- Department of Biostatistics
- Department of Community Health
- Department of Epidemiology and Disease Control
- Department of Health Policy, Planning and Management
- Department of Population, Family and Reproductive Health
- Department of Social and Behavioural Sciences

Noguchi Memorial Institute for Medical Research

- Department of Animal Experimentation
- Department of Bacteriology
- Department of Clinical Pathology
- Department of Electron Microscopy
- Department of Epidemiology
- Department of Immunology
- Department of Nutrition
- Department of Parasitology
- Department of Virology

2. COLLEGE OF BASIC AND APPLIED SCIENCES

School of Agriculture

- Department of Agricultural Economics and Agribusiness
- Department of Agricultural Extension
- Department of Animal Science
- Department of Crop Science
- Department of Family and Consumer Sciences
- Department of Soil Science
- Forest and Horticultural Crop Research Centre (FOHCREC)
- Livestock and Poultry Research Centre (LIPREC)
- Soil and Irrigation Research Centre (SIREC)



School of Biological Sciences

- Department of Animal Biology and Conservation Science
- Department of Biochemistry, Cell and Molecular Biology
- Department of Plant and Environmental Biology
- Department of Marine and Fisheries Sciences
- Department of Nutrition and Food Science

School of Engineering Sciences

- Department of Agricultural Engineering
- Department of Biomedical Engineering
- Department of Computer Engineering
- Department of Food Process Engineering
- Department of Materials Science and Engineering

School of Physical and Mathematical Sciences

- Department of Chemistry
- Department of Computer Science
- Department of Earth Science
- Department of Mathematics
- Department of Physics
- Department of Statistics

School of Veterinary Medicine

Institutes

- Institute of Applied Science and Technology
- Institute for Environment and Sanitation Studies

Centres

- Biotechnology Centre
- West Africa Centre for Crop Improvement (WACCI)
- West Africa Centre for Cell Biology of Infectious Pathogens (WACCBIP)



3. COLLEGE OF HUMANITIES

School of Arts

- Department of Archaeology and Heritage Studies
- Department of History
- Department of Philosophy and Classics
- Department of Religions

Business School

- Department of Accounting
- Department of Finance
- Department of Marketing and Entrepreneurship
- Department of Operations and MIS
- Department of Organisation and HR Management
- Department of Public Administration and Health

School of Languages

- Department of English
- Department of French
- Department of Linguistics
- Department of Modern Languages

School of Law

- School of Performing Arts
- Department of Dance
- Department of Music
- Department of Theatre

School of Social Sciences

- Department of Economics
- Department of Geography and Resource Development
- Department of Political Science
- Department of Psychology
- Department of Sociology
- Department of Social Work



Institutes

- Institute of African Studies
- Regional Institute for Population Studies
- Institute of Statistical, Social and Economic Research

Centres

- Centre for Gender Studies and Advocacy
- Centre for Migration Studies
- Centre for Social Policy Studies
- Language Centre
- Legon Centre for International Affairs and Diplomacy
- Centre for Ageing Studies
- Centre for Asian Studies
- Centre for Urban Management Studies
- Centre for European Studies
- Centre for Latin American Studies

Accra City Campus

4. COLLEGE OF EDUCATION

- School of Continuing and Distance Education
- Department of Adult Education and Human Resource Studies
- Department of Distance Education
- University of Ghana Learning Centers

School of Education and Leadership

- Department of Educational Studies and Leadership
- Department of Physical Education and Sports
- Department of Teacher Education

School of Information and Communication Studies

- Department of Communication Studies
- Department of Information Studies



SCHEDULE D
COLLEGE OF HEALTH SCIENCES



COLLEGE OF HEALTH SCIENCES

1.0 Establishment

There is hereby established a College to be known as the College of Health Sciences.

2.0 Objectives of the College

The College shall advance the objectives of each of its constituent Units by these specific objectives, to:

- (a) promote health through education, research and service;
- (b) provide promotive, preventive and curative services to meet the health needs of the nation and the global community through world class excellence in teaching, research and dissemination of knowledge;
- (c) produce highly qualified and competent health professionals and medical scientists;
- (d) promote development of sustainable health programmes.

3.0 The College Advisory Board

3.1 The College Advisory Board shall consist of thirteen members with at least eight appointed from outside the University.

3.2 The membership of the College Advisory Board shall comprise individuals whose stature and experiences in academia, industry and business will enhance the development of the College and shall be as follows:

- (a) a Chairperson appointed by the University Council not being a member of the Council, from outside the University taking into account the needs of the College and appropriate expertise, the Chairperson shall nominate a member from outside the University to chair in his absence;



- (b) The Provost;
 - (c) One member appointed by the University Council;
 - (d) One representative of the College Academic Board;
 - (e) One alumnus of the College who is not an employee of the University, nominated by the College Academic Board;
 - (f) One representative of students of the College appointed by the Students' Representative Council;
 - (g) One representative of the Junior and Senior staff at the College;
- and,
- (h) Six persons nominated by the College Academic Board from outside the University, three of whom shall be women.

3.3 All nominations by the College Academic Board are subject to approval by the Vice-Chancellor.

3.4 A member of the University other than the Provost who is a member of the Advisory Board shall hold office for a period of two years and is eligible for re-appointment for a second term.

3.5 A member of the Advisory Board who is not a member of the University shall hold office for a period of three years and is eligible for re-appointment for a second term.

3.6 Where the office of an appointed or elected member becomes vacant by death, resignation or other means, a successor shall be appointed or elected in the same manner to serve for the remainder of the term of office.

3.7 The College Secretary shall serve as secretary to the College Advisory Board.

3.8 The College Finance Officer shall be in attendance.



4.0 Functions of the College Advisory Board

4.1 The College Advisory Board shall provide advice based on current development perspectives and experiences from global trends. Specifically, it shall:

- (a) Guide the College in developing strategies;
- (b) Receive proposals from the Management Committees of Schools;
- (c) Assist in fostering effective links between the College and external communities;
- (d) Help to maintain and enhance the image and reputation of the College; and,
- (e) Advise on the relevance of the College in order to enhance its sustainability.

4.2 In exercising its functions, the College Advisory Board shall act within the general policy of the University.

4.3 The quorum for any meeting of the College Advisory Board shall be seven (7) members.

5.0 The Provost

5.1 The University Council shall, on the recommendation of the Appointments Board, appoint the Provost who shall be answerable to the Vice-Chancellor and who shall be the academic and administrative head of the College. He must be a Professor or a person qualified to be appointed as Professor.

5.2 The Provost shall be responsible for:

- (a) The management of the College and for driving the growth and development of the College under the direction of the Vice-Chancellor;



- (b) Coordinating the various units of the College;
- (c) Raising funds for the College; and
- (d) Implementing the policy decisions affecting the College.

5.3 The Provost shall hold office for a period of three years and is eligible for re-appointment for a further term of up to three years.

5.4 Where he deems it necessary, the Vice-Chancellor may appoint a Deputy Provost who shall be a Professor or a person qualified to be so appointed to assist the Provost in his duties on terms and conditions to be approved by the University Council.

5.5 Where the Provost is absent, the Vice-Chancellor shall in consultation with the Provost, appoint a Dean to act. Where applicable, the Vice-Chancellor shall appoint the Deputy Provost.

5.6 The Provost may resign from office by writing addressed to the Vice-Chancellor.

5.7 The provision stated in Statute 5 of the Statutes on the removal of the Vice-Chancellor shall, with the necessary modification, apply to the removal of the Provost.

6.0 The College Secretary

6.1 There shall be a College Secretary who shall be appointed by the University Council on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.

6.2 The College Secretary shall be of the rank of at least a Deputy Registrar or eligible for appointment as such.

6.3 The College Secretary shall be the head of the administration of the College under the Provost and subject to any directives that the Registrar may issue from time to time.



- 6.4 Without prejudice to the generality of 6.3 above, the College Secretary shall under the Provost be responsible for the following:
- (a) Being secretary to the College Advisory Board, the College Academic Board and the Committees of the College Academic Board and keeping records and conducting correspondences on their behalf;
 - (b) Administration of all academic programmes and Coordination of administrative functions of the College;
 - (c) Management of all administrative and professional employees of the University in the College;
 - (d) Management of the administration of the College; and,
 - (e) Liaison between the College and the Central Administration of the University on all administrative and policy issues.
- 6.5 The College Secretary shall be a member of the College Academic Board.
- 6.6 The College Secretary shall be assisted in the execution of the functions of his office by an Academic Affairs Officer, Human Resource Officer and such officers as the University shall appoint and in accordance with the Statutes.
- 7.0 The College Finance Officer**
- 7.1 There shall be a College Finance Officer who shall be appointed by the University Council on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.
- 7.2 Without prejudice to the functions of the College Secretary, the College Finance Officer shall under the Provost and subject to the direction of the Director of Finance be responsible for:
- (a) The maintenance of the finances of the College;



- (b) Calling for and receiving moneys due to the College and making authorized payments on behalf of the College;
 - (c) The short, medium and long term financial planning of the College including the preparation of yearly budgets and financial plans;
 - (d) Preparing monthly consolidated income and expenditure returns for the College in the format required by Government for submission to the Director of Finance;
 - (e) Developing and producing relevant consolidated financial reports and statements for the consideration of the Provost and the College Academic Board;
 - (f) Ensuring that the College financial transactions are fully and accurately captured into the University's Financial Management System in a timely manner;
 - (g) Ensuring that proper records of the property of the College are kept in the manner prescribed by the Financial Regulations and Governance;
 - (h) Monitoring and reconciling the financial data of the College in the University's Financial Management System on a regular basis;
 - (i) Ensuring that the provisions of the University's Financial Regulations and Governance are strictly adhered to and making suggestions for their review when deemed necessary;
 - (j) Setting targets, appraising performance and recommending suitable training for other employees of the College finance administration; and,
 - (k) Facilitating and assisting both internal and external auditors in the performance of their functions.
- 7.3 The College Finance Officer shall be in attendance at meetings of the College Advisory Board and the College Academic Board.



7.4 The University's Internal Audit Directorate shall provide auditing services to the College.

7.5 For the avoidance of doubt, the College Finance Officer shall be a member of the Finance Directorate of the University.

8.0 The College Academic Board

8.1 There shall be a College Academic Board which shall regulate the academic affairs of the College and shall be responsible to the University Academic Board.

8.2 The College Academic Board shall, subject to the powers of the University Academic Board:

- (a) Carry out the academic policy of the University in the College;
- (b) Devise and regulate courses of instruction and study at the College subject to accreditation by the National Accreditation Board;
- (c) Regulate the conduct of examinations and the award of degrees, diplomas and certificates; and,
- (d) Advise the University Academic Board on the admission of students and the award of Scholarships.

8.3 The College Academic Board shall notify the University Academic Board of all its decisions and the University Academic Board shall within thirty days of the notification indicate its disapproval of any decision, if any.

8.4 The membership of the College Academic Board shall be as follows:

- (a) Provost as Chairperson;
- (b) Deputy Provost, where applicable;
- (c) Deans and Directors;



(d) Vice-Deans and Deputy Directors, where applicable;

(e) Professors and Associate Professors of the College;

(f) One representative from each of the other Colleges;

(g) Heads of Departments within the College;

(h) One elected non-professorial member from each academic unit in the College; and,

(i) The College Secretary who is also the secretary.

8.5 The College Finance Officer and the University Legal Counsel, or their representatives respectively, shall be in attendance.

8.6 The quorum for the meetings of the College Academic Board shall be fifteen (15) members.

9.0 College Library

The University Library System shall provide library services to the College and its academic units.

10.0 Units of the College

10.1 The College shall have the following academic units:

- (a) **School of Biomedical and Allied Health Sciences**
 - Department of Anatomy
 - Department of Audiology, Speech and Language
 - Department of Chemical Pathology
 - Department of Haematology
 - Department of Medical Biochemistry
 - Department of Medical Laboratory Sciences
 - Department of Medical Microbiology



Department of Nutrition and Dietetics
 Department of Occupational Therapy
 Department of Pathology
 Department of Physiotherapy
 Department of Physiology
 Department of Radiography

(b) School of Medicine and Dentistry

Department of Anaesthesia
 Department of Child Health
 Department of Psychiatry
 Department of Radiology
 Department of Surgery
 Department of Obstetrics and Gynecology
 Department of Medicine and Therapeutics
 Department of Oral Pathology and Medicine
 Department of Biomaterial Sciences
 Department of Oral and Maxillofacial Surgery
 Department of Oral Biology
 Department of Restorative Dentistry
 Department of Preventive and Community Dentistry
 Department of Orthodontics and Paedodontics
 Centre for Tropical Clinical Pharmacology and Therapeutics

(c) School of Nursing

Department of Adult Health
 Department of Community Health Nursing
 Department of Maternal and Child Health
 Department of Research, Education and Administration
 Department of Mental Health

**(d) School of Pharmacy**

Department of Pharmaceutical Chemistry
 Department of Pharmacognosy and Herbal Medicine
 Department of Pharmaceutics and Microbiology
 Department of Pharmacy Practice and Clinical Pharmacy
 Department of Pharmacology and Toxicology

(e) School of Public Health

Department of Biological, Environmental and Occupational Health
 Department of Biostatistics
 Department of Community Health
 Department of Epidemiology and Disease Control
 Department of Health Policy, Planning and Management
 Department of Population, Family and Reproductive Health
 Department of Social and Behavioural Sciences

(f) Noguchi Memorial Institute for Medical Research

Department of Animal Experimentation
 Department of Bacteriology
 Department of Clinical Pathology
 Department of Electron Microscopy
 Department of Epidemiology
 Department of Immunology
 Department of Nutrition
 Department of Parasitology
 Department of Virology

10.2 Each School shall be headed by a Dean and each Institute and Centre, by a Director appointed by the University Council on the recommendation of the Appointments Board. Where necessary, the



Vice Chancellor may appoint a Vice-Dean or Deputy Director to assist the Dean or Director respectively.

- 10.3 The Dean or the Director, as the case may be, shall be responsible directly to the Provost.

11.0 Management Committee of Schools, Institutes and Centres

- 11.1 There shall be a Management Committee for every School, Institute and Centre of the College.

- 11.2 The Management Committee of the School, Institute and Centre shall consist of:

- (a) Dean of the School or Director of the Institute as Chairperson;
- (b) Vice-Dean or Deputy Director of the School or Institute, where applicable;
- (c) Heads of Departments;
- (d) Three persons from the public sector, private sector and civil society appointed from outside the University by the Provost
- (e) One person appointed by the Vice Chancellor
- (f) One undergraduate student of the School, Institute or Centre appointed by the Student Representative Council
- (g) One post graduate student of the School, Institute or Centre appointed by the Graduate Students Association.
- (h) Administrative Officer of the School, Institute or Centre as the case may be.

- 11.3 The College Academic Board shall determine, at the time of the approval, the term of a person under paragraph (f) and (g) of subsection (11.2).



- 11.4 Members of the Management Committee shall serve for a period of two years and are eligible for re-election.

- 11.5 A Management Committee shall meet at least twice in each semester.

- 11.6 An emergency meeting of a Management Committee may be convened by the Dean or Director, but three days' notice shall be given to every member of the Committee.

- 11.7 A special meeting of the Management Committee shall be convened by the Dean or Director on the written request of eight members or one-half of the total membership of the Committee, whichever is less, submitted to the Dean or Director with a statement of the subject matter to be considered at the special meeting. At that meeting only the matter(s) contained in the statement shall be discussed.

- 11.8 For the purposes of subsection (11.7), the Dean or Director shall convene the special meeting within three days of the receipt of the request, but subject to the requirement of notice to every member.

- 11.9 The Management Committee shall, under the College Academic Board:

- (a) Regulate the teaching and study of a subject or subjects assigned to the School, subject to approval of the Academic Board;
- (b) Ensure the provision of adequate instruction and facilities for research in the subjects assigned to the School and co-ordinate the teaching and research programmes of the School;
- (c) Recommend examiners to the College Academic Board for approval and appointment;
- (d) Make Regulations and propose syllabuses dealing with courses of study and any other questions relating to the work of the School subject to the approval of the College Academic Board;



- (e) Make recommendations to the College Academic Board for the award of degrees, diplomas, certificates, scholarships and prizes within the School;
- (f) Promote co-operation with any other academic units within or outside the University in matters relating to the academic work of the School;
- (g) Deal with any matter referred or delegated to it by the College Academic Board; and,
- (h) Discuss any other matters relating to the School and make decisions or recommendations to the relevant University body as appropriate.

11.10 Subject to the Act and these Statutes, the Management Committee is responsible for reviewing applications for appointments, promotions. It is also responsible for reviewing proposals for new academic programmes of the School, Institute and Centre as well as any other duties assigned to it by the Academic Board.

11.11 The Management Committee shall review applications for appointments and promotions and make recommendations to the College Appointments and Promotions Board with only Senior Members of the Committee participating.

11.12 The quorum for a Management Committee meeting shall be eight members.

12.0 Conditions of Service

The Conditions of Service of employees working within the College shall be the same as apply to the rest of the University.

13.0 Miscellaneous

For the avoidance of doubt, Statutes 28, 30, 31 and 32 shall apply to a School, Institute, Department and Centre with appropriate modifications.



***COMMITTEES OF THE COLLEGE OF HEALTH SCIENCES**

Committee	Membership	Quorm	Functions
1. Appointments and Promotions	Provost as Chairperson; Deputy Provost, where applicable; Two Assessors from the University Appointments Board; Two members elected from the College Academic Board, one being a Professor and the other, a non-Professor; Dean of School or the Director of Institute or Centre and Head of Department or Centre of the appointing department; Cognate Dean and Cognate Head of Department. (No business shall be conducted in the absence of at least one Assessor from the University Appointments Board, the Dean and the Head of appointing Department)	Three	(a) To consider and make the appointments and promotions of the academic senior members to the level of senior lecturer (b) To process applications for promotion to professional rank for final determination by University Appointments and Promotions Board (c) To decide on the points in the appropriate salary scale at which a member of the academic senior members, up to the level of senior lecturer, shall be placed on first appointment or promotion in accordance with the Regulations of the University (d) To consider the confirmation or extension of appointments of a member of the academic senior members up to the level of a senior lecturer or equivalent on the expiration of the initial period of appointment.



Committee	Membership	Quorum	Functions
2. Finance and Development	<p>Deputy Provost, where applicable;</p> <p>Two Elected Members of the College Academic Board; College Finance Officer;</p> <p>One representative of the University Development Committee;</p> <p>One representative of Finance and General Purposes Committee.</p> <p><i>In attendance:</i> Director of Finance and Legal Counsel or their representatives respectively</p>	Five	<p>(a) To advise the College and University Finance and General Purposes Committee on the financial and developmental projects of the College</p> <p>(b) To exercise control over the property and expenditure of the College.</p> <p>(c) To scrutinise the annual estimate of expenditure submitted by Schools, Institutes, Centres and other Units in the College and to modify them where necessary for presentation to the Finance and General Purposes Committee.</p> <p>(f) To consider such matters of financial nature as may be referred by other committees of the College.</p>
3. College Research Board	<p>Chairperson who shall be a Professor to be appointed by Provost;</p> <p>Deputy Provost, where applicable;</p> <p>Representative of Management Committee of each School, Institute or Centre;</p> <p>One Director from Office of Research, Innovation and Development (ORID);</p>	Five	<p>(a) To actively stimulate the research agenda of the various schools and departments within the College.</p> <p>(b) To create a peer review panel made up of internal members and subject specialists from outside the University who will examine the quality of published products and the quality of research with respect to national and international standards.</p>



Committee	Membership	Quorum	Functions
	One representatives of Post-graduate students;		(c) To maintain an index of research productivity occurring in each department and school in the College and provide that information to the College Academic Board and to the Office of Research, Innovation and Development (ORID)
4. Scholarships and Prizes	<p>Provost as Chairperson;</p> <p>Deputy Provost, where applicable;</p> <p>One representative of the College</p> <p>Academic Board who is of professorial status;</p> <p>One representative of the College Academic Board who is of non-professorial status;</p> <p>College Secretary; and,</p> <p>College Finance Officer.</p>	Three	<p>(a) Initiate policies relating to the award of scholarships for consideration by the Board of Trustees of the Endowment Fund.</p> <p>(b) Oversee the administration of scholarship in the College.</p> <p>(c) Recommend awardees to the Board of Trustees of the Endowment Fund.</p> <p>(d) Oversee the administration of prizes and institution of prizes in the College.</p>
5. Admissions and Examination	<p>Provost as Chairperson;</p> <p>Deans and Directors;</p> <p>Heads of Department;</p> <p>College Secretary or Representative.</p> <p><i>In Attendance</i> Director, Academic Affairs or representative; College Admissions Officer;</p>		As delegated by College Academic Board



Committee	Membership	Quorum	Functions
6. Appointment Committee for Senior/Junior Staff	<p>School Examination Officers.</p> <p>Chairperson appointed by Provost</p> <p>Junior Staff Director, HRODD or his representative</p> <p>School administrator of appointing School</p> <p>Head of particular Unit whose applicant is under consideration</p> <p>College Secretary or his representative</p> <p>College Human Resource Officer</p> <p>Two representatives of the junior and senior staff in the college</p>	Five	<p>In line with Human Resource policies of the University,</p> <p>(a) To consider and make the (appointments and promotions of Junior and Senior Staff in the College in line with the relevant Conditions and Schemes of Service.</p> <p>(b) To decide on the points in the appropriate salary scale at which a staff shall be placed on first appointment or promotion in accordance with the Regulations of the University.</p> <p>(c) To consider the confirmation or extension of appointments of contract staff</p>
7. Consultancy/ Faculty Practice	<p>Chairperson appointed by Provost</p> <p>One representative each of the Departments engaged in income generation or consultancy.</p>	Three	<p>(a) To prepare and present a project proposal for the establishment of Faculty Practice</p> <p>(b) To identify suitable location for a specific building for Faculty Practice.</p> <p>(c) To identify business groups who may be interested in the venture who would like to contribute to the development of the project.</p> <p>(d) To manage Faculty Practice within the College.</p>



Committee	Membership	Quorum	Functions
8. Hostel Management	<p>Provost as Chairperson;</p> <p>Hall Master, University of Ghana Medical School Hostel;</p> <p>One representative from each School, Institute and Centre;</p> <p>The College Finance Office</p> <p>The Hostel Manager;</p> <p>Two representatives from the Students' Representative Council resident at the College;</p> <p>One representative of the junior and senior staff at the College;</p> <p>Chief Security Officer, Korle-Bu Teaching Hospital;</p> <p>Chief Security Officer, College of Health Sciences;</p> <p>Assistant Registrar in charge of General Administration as secretary.</p>	Five	<p>Management of the Student Hostel(s) at the College</p> <p>(a) To keep under review the Hall system.</p> <p>(b) To keep adequate provision for the supervision and the welfare of the student body</p>
9. College Academic Quality Assurance	<p>Chairperson appointed by Provost</p> <p>Deans and Directors</p> <p>All Deans and Directors of Schools, Institutes and</p>	Seven	<p>(a) To advise the College Academic Board on the future development of the College on academic and curriculum matters.</p> <p>(b) To advise the College</p>



Committee	Membership	Quorm	Functions
	Centres in the College College Secretary College Librarian College HR Officer College Academic Affairs Officer <i>In attendance:</i> Director of Finance or Representatives; Director of Physical Development and Municipal Services or Representatives; Chief Information Technology Officer or Representatives; and, Administrative Directors or Representatives.		Academic Board on matters relating to the establishment. (c) To advise on new courses of study for the College taking into consideration the human resource needs of the nation. (d) To advise on staff development programmes for academic staff of the College.

*Subject to the Act and these Statutes, the College may establish such committees, as it deems necessary for its operations.



SCHEDULE F

RULES AND PROCEDURE FOR APPOINTMENT AND PROMOTION OF SENIOR MEMBERS

Clause 1 (2) (d) should be amended to read

‘application by individuals on their own initiative; except that an individual may apply to more than one Department or Unit, the heads of which shall designate one Department or Unit as central for the applicant.’

Clause 2(1) (c) should be amended by the insertion after **(c)** of **(c) (1)** as follows:

‘the consultation referred to in (c) may be made with more than one Director or Head of Department who shall agree among themselves on the Department or Unit which shall be the Department or Unit of the applicant without being limited to working in that Unit or Department; or’

Clause 4 (5) should be amended to read as follows:

‘For promotion from lecturer or research fellow to senior lecturer or senior research fellow, assessment of publication shall be outside the University by at least two external assessors.’

Clause 10 (4) should be amended to read as follows:

‘At least two external assessors shall be required to evaluate the application’

SCHEDULE J

COLLEGE OF BASIC AND APPLIED SCIENCES



COLLEGE OF BASIC AND APPLIED SCIENCES

1.0 Establishment

There is hereby established a College to be known as the College of Basic and Applied Sciences.

2.0 Objectives of the College

The College shall advance the objectives of each of its constituent Units and by these specific objectives, to:

- (a) Develop world-class scientists to meet national and global developmental needs through quality teaching, learning, research, innovation and extension;
- (b) Enhance staff capacity through systematic staff development programmes;
- (c) Enhance research capabilities of staff for increased output in teaching and publications;
- (d) Develop effective processes for public engagement;
- (e) Create congenial environment for teaching, research and student learning experiences.

3.0 The College Advisory Board

3.1 The College Advisory Board shall consist of thirteen members with at least eight appointed from outside the University.

3.2 The membership of the College Advisory Board shall comprise individuals whose stature and experiences in academia, industry and business will enhance the development of the College and shall be as follows:

- (a) a Chairperson appointed by the University Council not being a member of the Council, from outside the University taking into account the needs of the College and appropriate



expertise, the Chairperson shall nominate a member from outside the University to chair in his absence;

- (b) The Provost;
- (c) One member appointed by the University Council;
- (d) One representative of the College Academic Board;
- (e) One alumnus of the College who is not an employee of the University, nominated by the College Academic Board;
- (f) One representative of students of the College appointed by the Students' Representative Council;
- (g) One representative of the Junior and Senior staff at the College; and,
- (h) Six persons nominated by the College Academic Board from outside the University, three of whom shall be women.

3.3 All nominations by the College Academic Board are subject to approval by the Vice-Chancellor.

3.4 A member of the University other than the Provost who is a member of the Advisory Board shall hold office for a period of two years and is eligible for re-appointment for a second term.

3.5 A member of the Advisory Board who is not a member of the University shall hold office for a period of three years and is eligible for re-appointment for a second term.

3.6 Where the office of an appointed or elected member becomes vacant by death, resignation or other means, a successor shall be appointed or elected in the same manner to serve for the remainder of the term of office.

3.7 The College Secretary shall serve as secretary to the College Advisory Board.



3.8 The College Finance Officer shall be in attendance.

4.0 Functions of the College Advisory Board

4.1 The College Advisory Board shall provide advice based on current development perspectives and experiences from global trends. Specifically, it shall:

- (a) Guide the College in developing strategies;
- (b) Receive proposals from the Management Committees of Schools;
- (c) Assist in fostering effective links between the College and external communities;
- (d) Help to maintain and enhance the image and reputation of the College; and,
- (e) Advise on the relevance of the College in order to enhance its sustainability.

4.2 In exercising its functions, the College Advisory Board shall act within the general policy of the University.

4.3 The quorum for any meeting of the College Advisory Board shall be seven (7) members.

5.0 The Provost

5.1 The University Council shall, on the recommendation of the Appointments Board, appoint the Provost who shall be answerable to the Vice-Chancellor and who shall be the academic and administrative head of the College. He must be a Professor or a person qualified to be appointed as Professor.



5.2 The Provost shall be responsible for:

- (a) The management of the College and for driving the growth and development of the College under the direction of the Vice-Chancellor;
- (b) Coordinating the various units of the College;
- (c) Raising funds for the College; and,
- (d) Implementing the policy decisions affecting the College.

5.3 The Provost shall hold office for a period of three years and is eligible for re-appointment for a further term of up to three years.

5.4 Where he deems it necessary, the Vice-Chancellor may appoint a Deputy Provost who shall be a Professor or a person qualified to be so appointed to assist the Provost in his duties on terms and conditions to be approved by the University Council.

5.5 Where the Provost is absent, the Vice-Chancellor shall in consultation with the Provost, appoint a Dean to act. Where applicable, the Vice-Chancellor shall appoint the Deputy Provost.

5.6 The Provost may resign from office by writing addressed to the Vice-Chancellor.

5.7 The provision stated in Statute 5 of the Statutes on the removal of the Vice-Chancellor shall, with the necessary modification, apply to the removal of the Provost.

6.0 The College Secretary

6.1 There shall be a College Secretary who shall be appointed by the University Council on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.

6.2 The College Secretary shall be of the rank of at least a Deputy Registrar or eligible for appointment as such.



- 6.3 The College Secretary shall be the head of the administration of the College under the Provost and subject to any directives that the Registrar may issue from time to time.
- 6.4 Without prejudice to the generality of 6.3 above, the College Secretary shall under the Provost be responsible for the following:
- (a) Being secretary to the College Advisory Board, the College Academic Board and the Committees of the College Academic Board and keeping records and conducting correspondences on their behalf;
 - (b) Administration of all academic programmes and Coordination of administrative functions of the College;
 - (c) Management of all administrative and professional employees of the University in the College;
 - (d) Management of the administration of the College; and,
 - (e) Liaison between the College and the Central Administration of the University on all administrative and policy issues.
- 6.5 The College Secretary shall be a member of the College Academic Board.
- 6.6 The College Secretary shall be assisted in the execution of the functions of his office by an Academic Affairs Officer, Human Resource Officer and such officers as the University shall appoint and in accordance with the Statutes.
- 7.0 The College Finance Officer**
- 7.1 There shall be a College Finance Officer who shall be appointed by the University Council on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.



- 7.2 Without prejudice to the functions of the College Secretary, the College Finance Officer shall under the Provost and subject to the direction of the Director of Finance be responsible for:
- (a) The maintenance of the finances of the College;
 - (b) Calling for and receiving moneys due to the College and making authorized payments on behalf of the College;
 - (c) The short, medium and long term financial planning of the College including the preparation of yearly budgets and financial plans;
 - (d) Preparing monthly consolidated income and expenditure returns for the College in the format required by Government for submission to the Director of Finance;
 - (e) Developing and producing relevant consolidated financial reports and statements for the consideration of the Provost and the College Academic Board;
 - (f) Ensuring that the College financial transactions are fully and accurately captured into the University's Financial Management System in a timely manner;
 - (g) Ensuring that proper records of the property of the College are kept in the manner prescribed by the Financial Regulations and Governance;
 - (h) Monitoring and reconciling the financial data of the College in the University's Financial Management System on a regular basis;
 - (i) Ensuring that the provisions of the University's Financial Regulations and Governance are strictly adhered to and making suggestions for their review when deemed necessary;
 - (j) Setting targets, appraising performance and recommending suitable training for other employees of the College finance administration and,
 - (k) Facilitating and assisting both internal and external auditors in the performance of their functions.



- 7.3 The College Finance Officer shall be in attendance at meetings of the College Advisory Board and the College Academic Board.
- 7.4 The University's Internal Audit Directorate shall provide auditing services to the College.
- 7.5 For the avoidance of doubt, the College Finance Officer shall be a member of the Finance Directorate of the University.

8.0 The College Academic Board

- 8.1 There shall be a College Academic Board which shall regulate the academic affairs of the College and shall be responsible to the University Academic Board.
- 8.2 The College Academic Board shall, subject to the powers of the University Academic Board:
- (a) Carry out the academic policy of the University in the College;
 - (b) Devise and regulate courses of instruction and study at the College subject to accreditation by the National Accreditation Board;
 - (c) Regulate the conduct of examinations and the award of degrees, diplomas and certificates; and,
 - (d) Advise the University Academic Board on the admission of students and the award of Scholarships.
- 8.3 The College Academic Board shall notify the University Academic Board of all its decisions and the University Academic Board shall within thirty days of the notification indicate its disapproval of any decision, if any.
- 8.4 The membership of the College Academic Board shall be as follows:
- (a) Provost as Chairperson;
 - (b) Deputy Provost, where applicable;



- (c) Deans and Directors;
- (d) Vice-Deans and Deputy Directors, where applicable;
- (e) Professors and Associate Professors of the College;
- (f) One representative from each of the other Colleges;
- (g) Heads of Departments within the College;
- (h) One elected non-professorial member from each academic unit in the College; and,
- (i) The College Secretary who is also the secretary.

8.5 The College Finance Officer and the University Legal Counsel, or their representatives respectively, shall be in attendance.

8.6 The quorum for the meetings of the College Academic Board shall be fifteen (15) members.

9.0 College Library

The University Library System shall provide library services to the College and its academic units.

10.0 Units of the College

10.1 The College shall have the following academic units:

- (a) **School of Agriculture**
 - Department of Agricultural Economics and Agribusiness
 - Department of Agricultural Extension
 - Department of Animal Science
 - Department of Crop Science
 - Department of Family and Consumer Sciences
 - Department of Soil Science
 - Forest and Horticultural Crop Research Centre (FOHCREC)
 - Livestock and Poultry Research Centre (LIPREC)
 - Soil and Irrigation Research Centre (SIREC)



- (b) **School of Biological Sciences**
 Department of Animal Biology and Conservation Science
 Department of Biochemistry, Cell and Molecular Biology
 Department of Plant and Environment Biology
 Department of Marine and Fisheries Sciences
 Department of Nutrition and Food Science
- (c) **School of Engineering Sciences**
 Department of Agricultural Engineering
 Department of Biomedical Engineering
 Department of Computer Engineering
 Department of Food Process Engineering
 Department of Materials Science and Engineering
- (d) **School of Physical and Mathematical Sciences**
 Department of Chemistry
 Department of Computer Science
 Department of Earth Science
 Department of Mathematics
 Department of Physics
 Department of Statistics
- (e) **School of Veterinary Medicine**
- (f) **Institutes**
 Institute of Applied Science and Technology
 Institute for Environment and Sanitation Studies
- (g) **Centres**
 Biotechnology Centre
 West Africa Centre for Crop Improvement (WACCI)
 West African Centre for Cell Biology of Infectious Pathogens (WACCBIP)

10.2 Each School shall be headed by a Dean and each Institute and Centre, by a Director appointed by the University Council on the



recommendation of the Appointments Board. Where necessary, the Vice-Chancellor may appoint a Vice-Dean or Deputy Director to assist the Dean or Director respectively.

10.3 The Dean or the Director, as the case may be, shall be responsible directly to the Provost.

11.0 Management Committee of Schools, Institutes and Centres

11.1 There shall be a Management Committee for every School, Institute and Centre of the College.

11.2 The Management Committee of the School, Institute and Centre shall consist of:

- (a) Dean of the School or Director of the Institute or Centre as Chairperson;
- (b) Vice-Dean or Deputy Director of the School or Institute, where applicable;
- (c) Heads of Department;
- (d) Three persons from the public sector, private sector and civil society appointed from outside the University by the Provost;
- (e) One person appointed by the Vice-Chancellor;
- (f) One undergraduate student of the School, Institute or Centre appointed by the Student Representative Council;
- (g) One post-graduate student of the School, Institute or Centre appointed by the Graduate Students Association; and,
- (h) Administrative Officer of the School, Institute or Centre as the case may be.

11.3 The College Academic Board shall determine, at the time of the approval, the term of a person under paragraph (f) and (g) of subsection (11.2).



- 11.4 Members of the Management Committee shall serve for a period of two years and are eligible for re-election.
- 11.5 A Management Committee shall meet at least twice in each semester.
- 11.6 An emergency meeting of a Management Committee may be convened by the Dean or Director, but three days' notice shall be given to every member of the Committee.
- 11.7 A special meeting of the Management Committee shall be convened by the Dean or Director on the written request of eight members or one-half of the total membership of the Committee, whichever is less, submitted to the Dean or Director with a statement of the subject matter to be considered at the special meeting. At that meeting only the matter(s) contained in the statement shall be discussed.
- 11.8 For the purposes of subsection (11.7), the Dean or Director shall convene the special meeting within three days of the receipt of the request, but subject to the requirement of notice to every member.
- 11.9 The Management Committee shall, under the College Academic Board:
- (a) Regulate the teaching and study of a subject or subjects assigned to the School, subject to approval of the Academic Board;
 - (b) Ensure the provision of adequate instruction and facilities for research in the subjects assigned to the School and co-ordinate the teaching and research programmes of the School;
 - (c) Recommend examiners to the College Academic Board for approval and appointment;
 - (d) Make Regulations and propose syllabuses dealing with courses of study and any other questions relating to the work of the School, subject to the approval of the College Academic Board;



- (e) Make recommendations to the College Academic Board for the award of degrees, diplomas, certificates, scholarships and prizes within the School;
- (f) Promote co-operation with any other academic units within or outside the University in matters relating to the academic work of the School;
- (g) Deal with any matter referred or delegated to it by the College Academic Board; and,
- (h) Discuss any other matters relating to the School and make decisions or recommendations to the relevant University body as appropriate.

11.10 Subject to the Act and these Statutes, the Management Committee is responsible for reviewing applications for appointments, promotions. It is also responsible for reviewing proposals for new academic programmes of the School, Institute and Centre as well as any other duties assigned to it by the Academic Board.

11.11 The Management Committee shall review applications for appointments and promotions and make recommendations to the College Appointments and Promotions Board with only Senior Members of the Committee participating.

11.12 The quorum for a Management Committee meeting shall be eight (8) members.

12.0 Conditions of Service

The Conditions of Service of employees working within the College shall be the same as apply to the rest of the University.

13.0 Miscellaneous

For the avoidance of doubt, Statutes 28, 30, 31 and 32 shall apply to a School, Institute, Department and Centre with appropriate modifications.



*COMMITTEES OF THE COLLEGE OF BASIC AND APPLIED SCIENCES			
Committee	Membership	Quorm	Functions
1. Appointments and Promotions	<p>Provost as Chairperson;</p> <p>Deputy Provost, where applicable;</p> <p>Two Assessors from the University Appointments Board;</p> <p>Two members elected from the College Academic Board, one being a Professor and the other, a non-Professor;</p> <p>Dean of School or the Director of Institute or Centre and Head of Department or Centre of the appointing department;</p> <p>Cognate Dean and Cognate Head of Department.</p> <p>(No business shall be conducted in the absence of at least one Assessor from the University Appointments Board, the Dean and the Head of appointing Department)</p>	Three	<p>(a) To consider and make the appointments and promotions of the academic senior members to the level of senior lecturer</p> <p>(b) To process applications for promotion to professorial rank for final determination by University Appointments and Promotions Board</p> <p>(c) To decide on the points in the appropriate salary scale at which a member of the academic senior members, up to the level of senior lecturer, shall be placed on first appointment or promotion in accordance with the Regulations of the University</p> <p>(d) To consider the confirmation or extension of appointments of a member of the academic senior members up to the level of a senior lecturer or equivalent on the expiration of the initial period of appointment</p>



Committee	Membership	Quorm	Functions
2. Finance and Development	<p>Deputy Provost, where applicable;</p> <p>Two Elected Members of the College Academic Board;</p> <p>College Finance Officer;</p> <p>One representative of the University Development Committee;</p> <p>One representative of Finance and General Purposes Committee.</p> <p><i>In attendance:</i> Director of Finance and Legal Counsel or their representatives respectively</p>	Five	<p>(a) To advise the College and University Finance and General Purposes Committee on the financial and developmental projects of the College.</p> <p>(b) To exercise control over the property and expenditure of the College.</p> <p>(c) To scrutinise the annual estimate of expenditure submitted by Schools, Institutes, Centres and other Units in the College and to modify them where necessary for presentation to the Finance Committee. and General Purposes</p> <p>(f) To consider such matters of financial nature as may be referred by other committees of the College.</p>
3. College Research Board	<p>Chairperson who shall be a Professor to be appointed by Provost;</p> <p>Deputy Provost, where applicable;</p> <p>Representative of Management Committee of each School, Institute or Centre;</p> <p>One Director from Office of Research, Innovation and Development (ORID);</p>	Five	<p>(a) To actively stimulate the research agenda of the various schools and departments within the College.</p> <p>(b) To create a peer review panel made up of internal members and subject specialists from outside the University who will examine the quality of published products and the quality of research with respect to national and international standards.</p>



Committee	Membership	Quorum	Functions
	One representatives of Post-graduate students;		(c) To maintain an index of research productivity occurring in each department and school in the College and provide that information to the College Academic Board and to the Office of Research, Innovation and Development (ORID)
4. Scholarships and Prizes	Provost as Chairperson; Deputy Provost, where applicable; One representative of the College Academic Board who is of professorial status; One representative of the College Academic Board who is of non-professorial status; College Secretary; and, College Finance Officer.	Three	(a) Initiate policies relating to the award of scholarships for consideration by the Board of Trustees of the Endowment Fund. (b) Oversee the administration of scholarship in the College. (c) Recommend awardees to the Board of Trustees of the Endowment Fund. (d) Oversee the administration of prizes and institution of prizes in the College.
5. Admissions and Examination	Provost as Chairperson; Deans and Directors; Heads of Department; College Secretary or Representative. <i>In Attendance</i> Director, Academic Affairs or representative; College Admissions Officer; School Examination Officers.		As delegated by College Academic Board



Committee	Membership	Quorum	Functions
6. Appointment Committee for Senior/Junior Staff	Chairperson appointed by Provost Director, HRODD or his representative School administrator of appointing School Head of particular Unit whose applicant is under consideration College Secretary or his representative College Human Resource Officer Two representatives of the junior and senior staff in the college	Five	In line with Human Resource policies of the University, (a) To consider and make the (appointments and promotions of Junior and Senior Staff in the College in line with the relevant Conditions and Schemes of Service. (b) To decide on the points in the appropriate salary scale at which a staff shall be placed on first appointment or promotion in accordance with the Regulations of the University. (c) To consider the confirmation or extension of appointments of contract staff
7. College Academic Quality Assurance	Chairperson appointed by Provost Deans and Directors All Deans and Directors of Schools, Institutes and Centres in the College College Secretary College Librarian College HR Officer	Seven	(a) To advise the College Academic Board on the future development of the College on academic and curriculum matters. (b) To advise the College Academic Board on matters relating to the establishment of new departments. (c) To advise on new courses of study for the College taking into consideration the human resource needs of the nation.



Committee	Membership	Quorum	Functions
	College Academic Affairs Officer <i>In attendance:</i> Director of Finance or Representative; Director of Physical Development and Municipal Services or Representative; Chief Information Technology Officer or Representative; and, Administrative Directors or Representatives.		(d) To advise on staff development programmes for academic staff of the College

*Subject to the Act and these Statutes, the College may establish such committees, as it deems necessary for its operations.

SCHEDULE K
COLLEGE OF EDUCATION



COLLEGE OF EDUCATION

1.0 Establishment

There is hereby established a College to be known as the College of Education.

2.0 Objectives of the College

The College shall advance the objectives of each of its constituent Units by these specific objectives, to:

- (a) Expose students to best practices in teaching and learning using the latest proven learning technologies and support the utilization of research both to inform teaching and to
- (b) Provide an expanded adult, continuing and distance education programme which would extend the reach of the University to student populations in formats which the face-to-face classroom learning cannot provide;
- (c) Improve the understanding and practice of information and communication through effective teaching, learning and research;
- (d) Equip practitioners in communication and information management with state-of-the-art skills and competencies to effectively serve the public; and,
- (e) Provide tertiary education of the highest quality to advance Africa's social, cultural and economic development achievable through the production of graduates, conduct of research and extension services for Africa and the wider international community.



3.0 The College Advisory Board

- 3.1 The College Advisory Board shall consist of thirteen members with at least eight appointed from outside the University.
- 3.2 The membership of the College Advisory Board shall comprise individuals whose statuses and experiences in academia, industry and business will enhance the development of the College and shall be as follows:
 - (a) A Chairperson appointed by the University Council not being a member of the Council, from outside the University taking into account the needs of the College and appropriate expertise, the Chairperson shall nominate a member from outside the University to chair in his absence;
 - (b) The Provost;
 - (c) One member appointed by the University Council;
 - (d) One representative of the College Academic Board;
 - (e) One alumnus of the College who is not an employee of the University, nominated by the College Academic Board;
 - (f) One representative of students of the College appointed by the Students' Representative Council;
 - (g) One representative of the Junior and Senior staff at the College; and, (h) Six persons nominated by the College Academic Board from outside the University, three of whom shall be women.
- 3.3 All nominations by the College Academic Board are subject to approval by the Vice-Chancellor.
- 3.4 A member of the University other than the Provost who is a member of the Advisory Board shall hold office for a period of two years and is eligible for re-appointment for a second term.



- 3.5 A member of the Advisory Board who is not a member of the University shall hold office for a period of three years and is eligible for re-appointment for a second term.
- 3.6 Where the office of an appointed or elected member becomes vacant by death, resignation or other means, a successor shall be appointed or elected in the same manner to serve for the remainder of the term of office.
- 3.7 The College Secretary shall serve as secretary to the College Advisory Board.
- 3.8 The College Finance Officer shall be in attendance.

4.0 Functions of the College Advisory Board

- 4.1 The College Advisory Board shall provide advice based on current development perspectives and experiences from global trends. Specifically, it shall:
- (a) Guide the College in developing strategies;
 - (b) Receive proposals from the Management Committees of Schools;
 - (c) Assist in fostering effective links between the College and external communities;
 - (d) Help to maintain and enhance the image and reputation of the College; and,
 - (e) Advise on the relevance of the College in order to enhance its sustainability.
- 4.2 In exercising its functions, the College Advisory Board shall act within the general policy of the University.
- 4.3 The quorum for any meeting of the College Advisory Board shall be seven (7) members.



5.0 The Provost

- 5.1 The University Council shall, on the recommendation of the Appointments Board, appoint the Provost who shall be answerable to the Vice-Chancellor and who shall be the academic and administrative head of the College. He must be a Professor or a person qualified to be appointed as Professor.
- 5.2 The Provost shall be responsible for:
- (a) The management of the College and for driving the growth and development of the College under the direction of the Vice-Chancellor;
 - (b) Coordinating the various units of the College; (c) Raising funds for the College; and,
 - (d) Implementing the policy decisions affecting the College.
- 5.3 The Provost shall hold office for a period of three years and is eligible for re-appointment for a further term of up to three years.
- 5.4 Where he deems it necessary, the Vice-Chancellor may appoint a Deputy Provost who shall be a Professor or a person qualified to be so appointed to assist the Provost in his duties on terms and conditions to be approved by the University Council.
- 5.5 Where the Provost is absent, the Vice-Chancellor shall in consultation with the Provost, appoint a Dean to act. Where applicable, the Vice-Chancellor shall appoint the Deputy Provost.
- 5.6 The Provost may resign from office by writing addressed to the Vice-Chancellor.
- 5.7 The provision stated in Statute 5 of the Statutes on the removal of the Vice-Chancellor shall, with the necessary modification, apply to the removal of the Provost.



6.0 The College Secretary

- 6.1 There shall be a College Secretary who shall be appointed by the University Council on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.
- 6.2 The College Secretary shall be of the rank of at least a Deputy Registrar or eligible for appointment as such.
- 6.3 The College Secretary shall be the head of the administration of the College under the Provost and subject to any directives that the Registrar may issue from time to time.
- 6.4 Without prejudice to the generality of 6.3 above, the College Secretary shall under the Provost be responsible for the following:
- (a) Being secretary to the College Advisory Board, the College Academic Board and the Committees of the College Academic Board and keeping records and conducting correspondences on their behalf;
 - (b) Administration of all academic programmes and Coordination of administrative functions of the College;
 - (c) Management of all administrative and professional employees of the University in the College;
 - (d) Management of the administration of the College; and,
 - (e) Liaison between the College and the Central Administration of the University on all administrative and policy issues.
- 6.5 The College Secretary shall be a member of the College Academic Board.
- 6.6 The College Secretary shall be assisted in the execution of the functions of his office by an Academic Affairs Officer, Human Resource Officer and such officers as the University shall appoint and in accordance with the Statutes.



7.0 The College Finance Officer

- 7.1 There shall be a College Finance Officer who shall be appointed by the University Council on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.
- 7.2 Without prejudice to the functions of the College Secretary, the College Finance Officer shall under the Provost and subject to the direction of the Director of Finance be responsible for:
- (a) The maintenance of the finances of the College;
 - (b) Calling for and receiving moneys due to the College and making authorized payments on behalf of the College;
 - (c) The short, medium and long term financial planning of the College including the preparation of yearly budgets and financial plans;
 - (d) Preparing monthly consolidated income and expenditure returns for the College in the format required by Government for submission to the Director of Finance;
 - (e) Developing and producing relevant consolidated financial reports and statements for the consideration of the Provost and the College Academic Board;
 - (f) Ensuring that the College financial transactions are fully and accurately captured into the University's Financial Management System in a timely manner;
 - (g) Ensuring that proper records of the property of the College are kept in the manner prescribed by the Financial Regulations and Governance;
 - (h) Monitoring and reconciling the financial data of the College in the University's Financial Management System on a regular basis;



- (i) Ensuring that the provisions of the University's Financial Regulations and Governance are strictly adhered to and making suggestions for their review when deemed necessary;
- (j) Setting targets, appraising performance and recommending suitable training for other employees of the College finance administration and,
- (k) Facilitating and assisting both internal and external auditors in the performance of their functions.

7.3 The College Finance Officer shall be in attendance at meetings of the College Advisory Board and the College Academic Board.

7.4 The University's Internal Audit Directorate shall provide auditing services to the College.

7.5 For the avoidance of doubt, the College Finance Officer shall be a member of the Finance Directorate of the University.

8.0 The College Academic Board

8.1 There shall be a College Academic Board which shall regulate the academic affairs of the College and shall be responsible to the University Academic Board.

8.2 The College Academic Board shall, subject to the powers of the University Academic Board:

- (a) Carry out the academic policy of the University in the College;
- (b) Devise and regulate courses of instruction and study at the College subject to accreditation by the National Accreditation Board;
- (c) Regulate the conduct of examinations and the award of degrees, diplomas and certificates and,
- (d) Advise the University Academic Board on the admission of students and the award of Scholarships.



8.3 The College Academic Board shall notify the University Academic Board of all its decisions and the University Academic Board shall within thirty days of the notification indicate its disapproval of any decision, if any.

8.4 The membership of the College Academic Board shall be as follows:

- (a) Provost as Chairperson;
- (b) Deputy Provost, where applicable;
- (c) Deans and Directors;
- (d) Vice-Deans and Deputy Directors, where applicable;
- (e) Professors and Associate Professors of the College;
- (f) One representative from each of the other Colleges;
- (g) Heads of Departments within the College;
- (h) One elected non-professorial member from each academic unit in the College; and,
- (i) The College Secretary who is also the secretary.

8.5 The College Finance Officer and the University Legal Counsel, or their representatives respectively, shall be in attendance.

8.6 The quorum for the meetings of the College Academic Board shall be fifteen (15) members.

9.0 College Library

The University Library System shall provide library services to the College and its academic units.



10.0 Units of the College

10.1 The College shall have the following academic units:

- (a) **School of Continuing and Distance Education**
Department of Adult Education and Human Resource Studies
Department of Distance Education
University of Ghana Learning Centers
- (b) **School of Education and Leadership**
Department of Educational Studies and Leadership
Department of Physical Education and Sports
Department of Teacher Education
- (c) **School of Information and Communication Studies**
Department of Communication Studies
Department of Information Studies

10.2 Each School shall be headed by a Dean and each Institute and Centre, by a Director appointed by the University Council on the recommendation of the Appointments Board. Where necessary, the Vice-Chancellor may appoint a Vice-Dean or Deputy Director to assist the Dean or Director respectively.

10.3 The Dean or the Director, as the case may be, shall be responsible directly to the Provost.

11.0 Management Committee of Schools, Institutes and Centres

11.1 There shall be a Management Committee for every School, Institute and Centre of the College.

11.2 The Management Committee of the School, Institute and Centre shall consist of:

- (a) Dean of the School or Director of the Institute or Centre as Chairperson;



- (b) Vice-Dean or Deputy Director of the School or Institute, where applicable;
- (c) Heads of Department;
- (d) Three persons from the public sector, private sector and civil society appointed from outside the University by the Provost;
- (e) One person appointed by the Vice-Chancellor;
- (f) One undergraduate student of the School, Institute or Centre appointed by the Student Representative Council;
- (g) One post-graduate student of the School, Institute or Centre appointed by the Graduate Students Association; and,
- (h) Administrative Officer of the School, Institute or Centre as the case may be.

11.3 The College Academic Board shall determine, at the time of the approval, the term of a person under paragraph (f) and (g) of subsection (11.2).

11.4 Members of the Management Committee shall serve for a period of two years and are eligible for re-election.

11.5 A Management Committee shall meet at least twice in each semester.

11.6 An emergency meeting of a Management Committee may be convened by the Dean or Director, but three days' notice shall be given to every member of the Committee.

11.7 A special meeting of the Management Committee shall be convened by the Dean or Director on the written request of eight members or one-half of the total membership of the Committee, whichever is less, submitted to the Dean or Director with a statement of the subject matter to be considered at the special meeting. At that meeting only the matter(s) contained in the statement shall be discussed.



- 11.8 For the purposes of subsection (11.7), the Dean or Director shall convene the special meeting within three days of the receipt of the request, but subject to the requirement of notice to every member.
- 11.9 The Management Committee shall, under the College Academic Board:
- (a) Regulate the teaching and study of a subject or subjects assigned to the School, subject to approval of the Academic Board;
 - (b) Ensure the provision of adequate instruction and facilities for research in the subjects assigned to the School and co-ordinate the teaching and research programmes of the School;
 - (c) Recommend examiners to the College Academic Board for approval and appointment;
 - (d) Make Regulations and propose syllabuses dealing with courses of study and any other questions relating to the work of the School, subject to the approval of the College Academic Board;
 - (e) Make recommendations to the College Academic Board for the award of degrees, diplomas, certificates, scholarships and prizes within the School;
 - (f) Promote co-operation with any other academic units within or outside the University in matters relating to the academic work of the School;
 - (g) Deal with any matter referred or delegated to it by the College Academic Board; and,
 - (h) Discuss any other matters relating to the School and make decisions or recommendations to the relevant University body as appropriate.



- 11.10 Subject to the Act and these Statutes, the Management Committee is responsible for reviewing applications for appointments, promotions. It is also responsible for reviewing proposals for new academic programmes of the School, Institute and Centre as well as any other duties assigned to it by the Academic Board.
- 11.11 The Management Committee shall review applications for appointments and promotions and make recommendations to the College Appointments and Promotions Board with only Senior Members of the Committee participating.
- 11.12 The quorum for a Management Committee meeting shall be eight (8) members.

12.0 Conditions of Service

The Conditions of Service of employees working within the College shall be the same as apply to the rest of the University.

13.0 Miscellaneous

For the avoidance of doubt, Statutes 28, 30, 31 and 32 shall apply to a School, Institute, Department and Centre with appropriate modifications.



*COMMITTEES OF THE COLLEGE OF EDUCATION			
Committee	Membership	Quorum	Functions
1. Appointments and Promotions	<p>Provost as Chairperson; Deputy Provost, where applicable; Two Assessors from the University Appointments Board; Two members elected Board from the College Academic Board, one being a Professor and the other, a non-Professor; Dean of School or the Director of Institute or Centre and Head of Department or Centre of the appointing department; Cognate Dean and Cognate Head of Department. (No business shall be conducted in the absence of at least one Assessor from the University Appointments Board, the Dean and the Head of appointing Department)</p>	Three	<p>(a) To consider and make the appointments and promotions of the academic senior members to the level of senior lecturer (b) To process applications for promotion to professorial rank for final determination by University Appointments and Promotions (c) To decide on the points in the appropriate salary scale at which a member of the academic senior members, up to the level of senior lecturer, shall be placed on first appointment or promotion in accordance with the Regulations of the University (d) To consider the confirmation or extension of appointments of a member of the academic senior members up to the level of a senior lecturer or equivalent on the expiration of the initial period of appointment.</p>



Committee	Membership	Quorum	Functions
2. Finance and Development	<p>Provost as Chairperson; Deputy Provost, where applicable; Two Elected Members of the College Academic Board; College Finance Officer; One representative of the University Development Committee; One representative of Finance and General Purposes Committee. <i>In attendance:</i> Director of Finance and Legal Counsel or their representatives respectively</p>	Five	<p>(a) To advise the College and University Finance and General Purposes Committee on the financial and developmental projects of the College. (b) To exercise control over the property and expenditure of the College. (c) To scrutinise the annual estimate of expenditure submitted by Schools, Institutes, Centres and other Units in the College and to modify them where necessary for presentation to the Finance Committee. and General Purposes (f) To consider such matters of financial nature as may be referred by other committees of the College.</p>
3. College Research Board	<p>Chairperson who shall be a Professor to be appointed by Provost; Deputy Provost, where applicable; Representative of Management Committee of each School, Institute or Centre; One Director from Office of Research, Innovation and Development (ORID);</p>	Five	<p>(a) To actively stimulate the research agenda of the various schools and departments within the College. (b) To create a peer review panel made up of internal members and subject specialists from outside the University who will examine the quality of published products and the quality of research with respect to national and international standards.</p>



Committee	Membership	Quorm	Functions
	One representatives of Post-graduate students;		(c) To maintain an index of research productivity occurring in each department and school in the College and provide that information to the College Academic Board and to the Office of Research, Innovation and Development (ORID)
4. Scholarships and Prizes	Provost as Chairperson; Deputy Provost, where applicable; One representative of the College Academic Board who is of professorial status; One representative of the College Academic Board who is of non-professorial status; College Secretary; and, College Finance Officer.	Three	(a) Initiate policies relating to the award of scholarships for consideration by the Board of Trustees of the Endowment Fund. (b) Oversee the administration of scholarship in the College. (c) Recommend awardees to the Board of Trustees of the Endowment Fund. (d) Oversee the administration of prizes and institution of prizes in the College.
5. Admissions and Examination	Provost as Chairperson; Deans and Directors; Heads of Department; College Secretary or Representative. <i>In Attendance</i> Director, Academic Affairs or representative; College Admissions Officer; School Examination Officers.	Seven	As delegated by College Academic Board



Committee	Membership	Quorm	Functions
6. Appointment Committee for Senior/Junior Staff	Chairperson appointed by Provost Director, HRODD or his representative School administrator of appointing School Head of particular Unit whose applicant is under consideration College Secretary or his representative College Human Resource Officer Two representatives of the junior and senior staff in the college	Five	In line with Human Resource policies of the University, (a) To consider and make the appointments and promotions of the Junior and Senior Staff in College in line with the relevant Conditions and Schemes of Service. (b) To decide on the points in the appropriate salary scale at which a staff shall be placed on first appointment or promotion in accordance with the Regulations of the University. (c) To consider the confirmation or extension of appointments of contract staff
7. College Academic Quality Assurance	Chairperson appointed by Provost Deans and Directors All Deans and Directors of Schools, Institutes and Centres in the College College Secretary College Librarian College HR Officer	Seven	(a) To advise the College Academic Board on the future development of the College on academic and curriculum matters. (b) To advise the College Academic Board on matters relating to the establishment of new departments. (c) To advise on new courses of study for the College taking into consideration the human resource needs of the nation.



Committee	Membership	Quorum	Functions
	College Academic Affairs Officer <i>In attendance:</i> Director of Finance or Representative; Director of Physical Development and Municipal Services or Representative; Chief Information Technology Officer or Representative; and, Administrative Directors or Representatives.		(d) To advise on staff development programmes for academic staff of the College

*Subject to the Act and these Statutes, the College may establish such committees, as it deems necessary for its operations.

SCHEDULE L
COLLEGE OF HUMANITIES



COLLEGE OF HUMANITIES

1.0 Establishment

There is hereby established a College to be known as the College of Humanities.

2.0 Objectives of the College

The College shall advance the objectives of each of its constituent Units and by these specific objectives, to:

- (a) Create synergy for interdisciplinary teaching, learning and research in the Arts, Social Sciences, Business and Law;
- (b) Provide faculty and students with skills in its various fields to contribute to the development needs of the country;
- (c) Establish and promote international networks of Arts, Social Sciences, Business and Law;
- (d) Enhance the sharing of human, financial and material resources.

3.0 The College Advisory Board

3.1 The College Advisory Board shall consist of thirteen (13) members with at least eight (8) appointed from outside the University.

3.2 The membership of the College Advisory Board shall comprise individuals whose stature and experiences in academia, industry and business will enhance the development of the College and shall be as follows:

- (a) A Chairperson appointed by the University Council not being a member of the Council, from outside the University taking into account the needs of the College and appropriate expertise, the Chairperson shall nominate a member from outside the University to chair in his absence;



- (b) The Provost;
- (c) One member appointed by the University Council;
- (d) One representative of the College Academic Board;
- (e) One alumnus of the College who is not an employee of the University, nominated by the College Academic Board;
- (f) One representative of students of the College appointed by the Students' Representative Council;
- (g) One representative of the Junior and Senior staff at the College; and,
- (h) Six persons nominated by the College Academic Board from outside the University, three of whom shall be women.

3.3 All nominations by the College Academic Board are subject to approval by the Vice-Chancellor.

3.4 A member of the University other than the Provost who is a member of the Advisory Board shall hold office for a period of two years and is eligible for re-appointment for a second term.

3.5 A member of the Advisory Board who is not a member of the University shall hold office for a period of three years and is eligible for re-appointment for a second term.

3.6 Where the office of an appointed or elected member becomes vacant by death, resignation or other means, a successor shall be appointed or elected in the same manner to serve for the remainder of the term of office.

3.7 The College Secretary shall serve as secretary to the College Advisory Board.

3.8 The College Finance Officer shall be in attendance.



4.0 Functions of the College Advisory Board

4.1 The College Advisory Board shall provide advice based on current development perspectives and experiences from global trends.

Specifically, it shall:

- (a) Guide the College in developing strategies;
- (b) Receive proposals from the Management Committees of Schools;
- (c) Assist in fostering effective links between the College and external communities;
- (d) Help to maintain and enhance the image and reputation of the College; and,
- (e) Advise on the relevance of the College in order to enhance its sustainability.

4.2 In exercising its functions, the College Advisory Board shall act within the general policy of the University.

4.3 The quorum for any meeting of the College Advisory Board shall be seven (7) members.

5.0 The Provost

5.1 The University Council shall, on the recommendation of the Appointments Board, appoint the Provost who shall be answerable to the Vice-Chancellor and who shall be the academic and administrative head of the College. He must be a Professor or a person qualified to be appointed as Professor.

5.2 The Provost shall be responsible for:

- (a) The management of the College and for driving the growth and development of the College under the direction of the Vice-Chancellor;



(b) Coordinating the various units of the College;

(c) Raising funds for the College; and,

(d) Implementing the policy decisions affecting the College.

5.3 The Provost shall hold office for a period of three years and is eligible for re-appointment for a further term of up to three years.

5.4 Where he deems it necessary, the Vice-Chancellor may appoint a Deputy Provost who shall be a Professor or a person qualified to be so appointed to assist the Provost in his duties on terms and conditions to be approved by the University Council.

5.5 Where the Provost is absent, the Vice-Chancellor shall in consultation with the Provost, appoint a Dean to act. Where applicable, the Vice-Chancellor shall appoint the Deputy Provost.

5.6 The Provost may resign from office by writing addressed to the Vice-Chancellor.

5.7 The provision stated in Statute 5 of the Statutes on the removal of the Vice-Chancellor shall, with the necessary modification, apply to the removal of the Provost.

6.0 The College Secretary

6.1 There shall be a College Secretary who shall be appointed by the University Council on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.

6.2 The College Secretary shall be of the rank of at least a Deputy Registrar or eligible for appointment as such.

6.3 The College Secretary shall be the head of the administration of the College under the Provost and subject to any directives that the Registrar may issue from time to time.



- 6.4 Without prejudice to the generality of 6.3 above, the College Secretary shall under the Provost be responsible for the following:
- (a) Being secretary to the College Advisory Board, the College Academic Board and the Committees of the College Academic Board and keeping records and conducting correspondences on their behalf;
 - (b) Administration of all academic programmes and Coordination of administrative functions of the College;
 - (c) Management of all administrative and professional employees of the University in the College;
 - (d) Management of the administration of the College and,
 - (e) Liaison between the College and the Central Administration of the University on all administrative and policy issues.
- 6.5 The College Secretary shall be a member of the College Academic Board.
- 6.6 The College Secretary shall be assisted in the execution of the functions of his office by an Academic Affairs Officer, Human Resource Officer and such officers as the University shall appoint and in accordance with the Statutes.
- 7.0 The College Finance Officer**
- 7.1 There shall be a College Finance Officer who shall be appointed by the University Council on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.
- 7.2 Without prejudice to the functions of the College Secretary, the College Finance Officer shall under the Provost and subject to the direction of the Director of Finance be responsible for:
- (a) The maintenance of the finances of the College;



- (b) Calling for and receiving monies due to the College and making authorized payments on behalf of the College;
 - (c) The short, medium and long term financial planning of the College including the preparation of yearly budgets and financial plans;
 - (d) Preparing monthly consolidated income and expenditure returns for the College in the format required by Government for submission to the Director of Finance;
 - (e) Developing and producing relevant consolidated financial reports and statements for the consideration of the Provost and the College Academic Board;
 - (f) Ensuring that the College financial transactions are fully and accurately captured into the University's Financial Management System in a timely manner;
 - (g) Ensuring that proper records of the property of the College are kept in the manner prescribed by the Financial Regulations and Governance;
 - (h) Monitoring and reconciling the financial data of the College in the University's Financial Management System on a regular basis;
 - (i) Ensuring that the provisions of the University's Financial Regulations and Governance are strictly adhered to and making suggestions for their review when deemed necessary;
 - (j) Setting targets, appraising performance and recommending suitable training for other employees of the College finance administration; and,
 - (k) Facilitating and assisting both internal and external auditors in the performance of their functions.
- 7.3 The College Finance Officer shall be in attendance at meetings of the College Advisory Board and the College Academic Board.



7.4 The University's Internal Audit Directorate shall provide auditing services to the College.

7.5 For the avoidance of doubt, the College Finance Officer shall be a member of the Finance Directorate of the University.

8.0 The College Academic Board

8.1 There shall be a College Academic Board which shall regulate the academic affairs of the College and shall be responsible to the University Academic Board.

8.2 The College Academic Board shall, subject to the powers of the University Academic Board:

- (a) Carry out the academic policy of the University in the College;
- (b) Devise and regulate courses of instruction and study at the College subject to accreditation by the National Accreditation Board;
- (c) Regulate the conduct of examinations and the award of degrees, diplomas and certificates and,
- (d) Advise the University Academic Board on the admission of students and the award of Scholarships.

8.3 The College Academic Board shall notify the University Academic Board of all its decisions and the University Academic Board shall within thirty days of the notification indicate its disapproval of any decision, if any.

8.4 The membership of the College Academic Board shall be as follows:

- (a) Provost as Chairperson;
- (b) Deputy Provost, where applicable;
- (c) Deans and Directors;
- (d) Vice-Deans and Deputy Directors, where applicable;



- (e) Professors and Associate Professors of the College;
- (f) One representative from each of the other Colleges;
- (g) Heads of Departments within the College;
- (h) One elected non-professorial member from each academic unit in the College; and,
- (i) The College Secretary who is also the secretary.

8.5 The College Finance Officer and the University Legal Counsel, or their representatives respectively, shall be in attendance.

8.6 The quorum for the meetings of the College Academic Board shall be fifteen (15) members.

9.0 College Library

The University Library System shall provide library services to the College and its academic units.

10.0 Units of the College

10.1 The College shall have the following academic units:

- (a) **School of Arts**
Department of Archaeology and Heritage Studies
Department of History
Department of Philosophy and Classics
Department of Religions
- (b) **Business School**
Department of Accounting
Department of Finance
Department of Marketing
Department of Public Administration and Health
Department of Operations and MIS
Department of Organisation and HR Management



- (c) **School of Languages**
 Department of English
 Department of French
 Department of Modern Languages
 Department of Linguistics
- (d) **School of Law**
- (e) **School of Performing Arts**
 Department of Dance Studies
 Department of Music
 Department of Theatre Arts
- (f) **School of Social Sciences**
 Department of Economics
 Department of Geography and Resource Development
 Department of Political Science
 Department of Psychology
 Department of Sociology
 Department of Social Work
- (g) **Institutes**
 Institute of African Studies
 Institute of Statistical, Social and Economic Research
- (h) **Centers**
 Regional Institute for Population Studies
 Centre for Social Policy Studies
 Centre for Migration Studies
 Legon Centre for International Affairs and Diplomacy
 Centre for Gender Studies and Advocacy
 Language Centre
 Centre for Ageing Studies
 Centre for Asian Studies
 Centre for Urban Management Studies
 Centre for European Studies
 Centre for Latin American Studies



- 10.2 Each School shall be headed by a Dean and each Institute and Centre, by a Director appointed by the University Council on the recommendation of the Appointments Board. Where necessary, the Vice-Chancellor may appoint a Vice-Dean or Deputy Director to assist the Dean or Director respectively.
- 10.3 The Dean or the Director, as the case may be, shall be responsible directly to the Provost.
- 11.0 Management Committee of Schools, Institutes and Centres
- 11.1 There shall be a Management Committee for every School, Institute and Centre of the College.
- 11.2 The Management Committee of the School, Institute and Centre shall consist of:
- (a) Dean of the School or Director of the Institute or Centre as Chairperson;
 - (b) Vice-Dean or Deputy Director of the School or Institute, where applicable;
 - (c) Heads of Department;
 - (d) Three persons from the public sector, private sector and civil society appointed from outside the University by the Provost;
 - (e) One person appointed by the Vice-Chancellor;
 - (f) One undergraduate student of the School, Institute or Centre appointed by the Student Representative Council;
 - (g) One post-graduate student of the School, Institute or Centre appointed by the Graduate Students Association; and,
 - (h) Administrative Officer of the School, Institute or Centre as the case may be.



- 11.3 The College Academic Board shall determine, at the time of the approval, the term of a person under paragraph (f) and (g) of subsection (11.2).
- 11.4 Members of the Management Committee shall serve for a period of two years and are eligible for re-election.
- 11.5 A Management Committee shall meet at least twice in each semester.
- 11.6 An emergency meeting of a Management Committee may be convened by the Dean or Director, but three days' notice shall be given to every member of the Committee.
- 11.7 A special meeting of the Management Committee shall be convened by the Dean or Director on the written request of eight members or one-half of the total membership of the Committee, whichever is less, submitted to the Dean or Director with a statement of the subject matter to be considered at the special meeting. At that meeting only the matter(s) contained in the statement shall be discussed.
- 11.8 For the purposes of subsection (11.7), the Dean or Director shall convene the special meeting within three days of the receipt of the request, but subject to the requirement of notice to every member.
- 11.9 The Management Committee shall, under the College Academic Board:
- (a) Regulate the teaching and study of a subject or subjects assigned to the School, subject to approval of the Academic Board;
 - (b) Ensure the provision of adequate instruction and facilities for research in the subjects assigned to the School and co-ordinate the teaching and research programmes of the School;
 - (c) Recommend examiners to the College Academic Board for approval and appointment;
 - (d) Make Regulations and propose syllabuses dealing with courses of study and any other questions relating to the work of the School, subject to the approval of the College Academic Board;



- (e) Make recommendations to the College Academic Board for the award of degrees, diplomas, certificates, scholarships and prizes within the School;
 - (f) Promote co-operation with any other academic units within or outside the University in matters relating to the academic work of the School;
 - (g) Deal with any matter referred or delegated to it by the College Academic Board; and,
 - (h) Discuss any other matters relating to the School and make decisions or recommendations to the relevant University body as appropriate.
- 11.10 Subject to the Act and these Statutes, the Management Committee is responsible for reviewing applications for appointments, promotions. It is also responsible for reviewing proposals for new academic programmes of the School, Institute and Centre as well as any other duties assigned to it by the Academic Board.
- 11.11 The Management Committee shall review applications for appointments and promotions and make recommendations to the College Appointments and Promotions Board with only Senior Members of the Committee participating.
- 11.12 The quorum for a Management Committee meeting shall be eight (8) members.
- 12.0 Conditions of Service**
- The Conditions of Service of employees working within the College shall be the same as apply to the rest of the University.
- 13.0 Miscellaneous**
- For the avoidance of doubt, Statutes 28, 30, 31 and 32 shall apply to a School, Institute, Department and Centre with appropriate modifications.



*COMMITTEES OF THE COLLEGE OF EDUCATION			
Committee	Membership	Quorm	Functions
1. Appointments and Promotions	<p>Provost as Chairperson;</p> <p>Deputy Provost, where applicable;</p> <p>Two Assessors from the University Appointments Board;</p> <p>Two members elected from the College Academic Board, one being a Professor and the other, a non-Professor;</p> <p>Dean of School or the Director of Institute or Centre and Head of Department or Centre of the appointing department;</p> <p>Cognate Dean and Cognate Head of Department.</p> <p>(No business shall be conducted in the absence of at least one Assessor from the University Appointments Board, the Dean and the Head of appointing Department)</p>	Three	<p>(a) To consider and make the appointments and promotions of the academic senior members to the level of senior lecturer.</p> <p>(b) To process applications for promotion to professorial rank for final determination by University Appointments and Promotions Board.</p> <p>(c) To decide on the points in the appropriate salary scale at which a member of the academic senior members, up to the level of senior lecturer, shall be placed on first appointment or promotion in accordance with the Regulations of the University.</p> <p>(d) To consider the confirmation or extension of appointments of a member of the academic senior members up to the level of a senior lecturer or equivalent on the expiration of the initial period of appointment.</p>



Committee	Membership	Quorm	Functions
2. Finance and Development	<p>Provost as Chairperson;</p> <p>Deputy Provost, where applicable;</p> <p>Two Elected Members of the College Academic Board;</p> <p>College Finance Officer;</p> <p>One representative of the University Development Committee;</p> <p>One representative of Finance and General Purposes Committee.</p> <p><i>In attendance:</i> Director of Finance and Legal Counsel or their representatives respectively</p>	Five	<p>(a) To advise the College and University Finance and General Purposes Committee on the financial and developmental projects of the College.</p> <p>(b) To exercise control over the property and expenditure of the College</p> <p>(c) To scrutinise the annual estimate of expenditure submitted by Schools, Institutes, Centres and other Units in the College and to modify them where necessary for presentation to the Finance and General Purposes Committee.</p> <p>(f) To consider such matter of financial nature as may be referred by other committees of the College.</p>
3. College Research Board	<p>Chairperson who shall be a Professor to be appointed by Provost;</p> <p>Deputy Provost, where applicable; Representative of Management Committee of each School, Institute or Centre;</p> <p>One Director from Office of Research, Innovation and Development (ORID);</p>	Five	<p>(a) To actively stimulate the research agenda of the various schools and departments within the College.</p> <p>(b) To create a peer review panel made up of internal members and subject specialists from outside the University who will examine the quality of published products and the quality of research with respect to national and international standards.</p>



Committee	Membership	Quorm	Functions
	One representatives of Post-graduate students;		(c) To maintain an index of research productivity occurring in department and school in the College and provide that information to the College Academic Board and to the Office of Research, Innovation and Development (ORID)
4. Scholarships and Prizes	Provost as Chairperson; Deputy Provost, where applicable; One representative of the College Academic Board who is of professorial status; One representative of the College Academic Board who is of non- professorial status; College Secretary; and, College Finance Officer.	Three	(a) Initiate policies relating to the award of scholarships for consideration by the Board of Trustees of the Endowment Fund. (b) Oversee the administration of scholarship in the College. (c) Recommend awardees to the Board of Trustees of the Endowment Fund. (d) Oversee the administration of prizes and institution of prizes in the College.
5. Admissions and Examination	Provost as Chairperson; Deans and Directors; Heads of Department; College Secretary or Representative. <i>In Attendance</i> Director, Academic Affairs or representative; College Admissions Officer; School Examination Officers.	Seven	As delegated by College Academic Board



Committee	Membership	Quorm	Functions
6. Appointment Committee for Senior/Junior Staff	Chairperson appointed by Provost Director, HRODD or his representative School administrator of appointing School Head of particular Unit whose applicant is under consideration College Secretary or his representative College Human Resource Officer Two representatives of the junior and senior staff in the college	Five	In line with Human Resource policies of the University, (a) To consider and make the appointments and promotions of Junior and Senior Staff in the College in line with the relevant Conditions and Schemes of Service. (b) To decide on the points in the appropriate salary scale at which a staff shall be placed on first appointment or promotion in accordance with the Regulations of the University. (c) To consider the confirmation or extension of appointments of contract staff.
7. College Academic Quality Assurance	Chairperson appointed by Provost Deans and Directors All Deans and Directors of Schools, Institutes and Centres in the College College Secretary College Librarian College HR Officer College Academic Affairs Officer	Seven	(a) To advise the College Academic Board on the future development of the College on academic and curriculum matters (b) To advise the College Academic Board on matters relating to the establishment of new departments. (c) To advise on new courses of study for the College taking into consideration the human resource needs of the nation.



Committee	Membership	Quorm	Functions
	<p><i>In attendance:</i> Director of Finance or Representative; Director of Physical Development and Municipal Services or Representative; Chief Information Technology Officer or Representative; and, Administrative Directors or Representatives.</p>		<p>(d) To advise on staff development programmes for academic staff of the College</p>

*Subject to the Act and these Statutes, the College may establish such committees, as it deems necessary for its operations.