

UNIVERSITY RECORDER

APPOINTMENTS AND PROMOTIONS BOARD

a. Documentation required for Appointment or Promotion

(i) The Appointment and Promotions Board shall review documentation received in the light of the following:

- Applicant's detailed CV
- Status of contract (short-term, long-term, fixed term, post-retirement, etc.)
- Recommendations of the Faculty/Administration Appointments and Promotions Committee
- Reports of External Examiners if applicable

b. Appointments or promotions shall be made to a named department or departments in a named discipline or profession and in the broad subject area rather than to sub-areas of specialisation.

c. Proceedings of the Appointments and Promotions Board shall be kept in the form of minutes on general matters and on individual appointments.

d. All minutes of the Appointments and Promotions Board shall be provided to all members of the Board.

e. Recommendations on matters of general policy shall be made to the Academic Board for consideration.

f. Minutes covering all proceedings of the Appointments and Promotions Board shall be kept by the Registrar.

g. The Registrar shall communicate the decision of the Appointments and Promotions Board to the applicant within two weeks if such appointment does not require the approval of the Board.

SCHEDULE B

GUIDELINES FOR APPOINTMENTS AND PROMOTIONS

1.0 GENERAL CRITERIA FOR APPOINTMENTS AND PROMOTIONS TO TEACHING AND RESEARCH GRADES

- 1.1 All first appointments shall be by an interview.
- 1.2 An applicant shall be assessed on the basis of evidence in respect of the following:
 - 1.2.1 Being a committed Christian;
 - 1.2.2 Scholarship;
 - 1.2.3 Research and contribution to knowledge;
 - 1.2.4 Teaching;
 - 1.2.5 Academic Leadership;
 - 1.2.6 Inventiveness and resourcefulness
 - 1.2.7 Community Service
- 1.3 An application shall be supported by publications including books, articles in journals, or manuscripts submitted to journals, plus evidence of acceptance for publication in the journals, papers from published conference proceedings, systematized teaching materials, and creative works, evidenced by patents, copyrights, music scores, etc.
- 1.4 The following shall also be taken into account by the Appointments and Promotions Board-
 - 1.4.1 Contributions to University Boards or Committees,
 - 1.4.2 Contributions to national development.

2.0 ASSISTANT LECTURER OR ASSISTANT RESEARCH FELLOW

- 2.1 Applicant for the post of Assistant Lecturer or Assistant Research Fellow must have a good first degree plus a master's degree by research and must

have registered for a higher research degree or shall be expected to do so on appointment.

- 2.2 The appointment shall be for two years or, in exceptional cases, for three years.
- 2.3 Three references shall be required, at least one of whom must have been associated with the candidate's postgraduate studies. Additionally, one of the references must come from a Christian Religious Leader.

3.0 LECTURER OR RESEARCH FELLOW

For the appointment of a Lecturer or Research Fellow, a higher researched degree shall be required.

- 3.1 Three references shall be required, at least one of whom must have been associated with the candidate's post-graduate studies. Additionally, one of the references must come from a Christian Religious Leader.
- 3.2 Appointments to this position shall normally be for six years.
 - 3.2.1 The appointment shall be reviewed before the end of the sixth year. Following the review, the appointment may be extended for another three years. At the end of the ninth year, the appointment shall terminate unless the person can be promoted to a grade above that of a Lecturer. In exceptional circumstances, the Appointments and Promotions Board may, on the recommendation of the Faculty Appointments and Promotions Committee, extend the appointment for a further period of two years; at the end of which the appointment shall terminate unless the person can be promoted to a grade above that of a Lecturer.

4.0 SENIOR LECTURER OR SENIOR RESEARCH FELLOW

- 4.1 Appointments or promotion to the grade of Senior Lecturer shall be considered on the basis of significant performance in the following:
 - 4.1.1 Scholarship;
 - 4.1.2 Research and contribution to knowledge;

- 4.1.3 Teaching;
- 4.1.4 Academic leadership;
- 4.1.5 Inventiveness and resourcefulness;
- 4.1.6 Extension work or service to the University, the Church and the nation;
- 4.2 Two external assessors shall be required.

5.0 ASSOCIATE PROFESSOR

- 5.1 Appointment or Promotion to the grade of an Associate Professor shall be on the basis of outstanding scholarship in the candidate's field of teaching, research and contribution to the intellectual life of the University and the development of the country.
- 5.2 Recommendations from at least two external assessors are required.

6.0 FULL PROFESSOR

- 6.1 Appointment or Promotion to the grade of Professor shall be on the basis of internationally acknowledged scholarship in the candidate's field of teaching, research and contribution to the intellectual life of the University and the development of the nation.
- 6.2 Recommendations from three external assessors are required

7.0 SPECIFIC GUIDELINES AND CRITERIA

- (i) Lecturer to Senior Lecturer
 - Five (5) years minimum teaching experience
 - Five (5) refereed Papers - all five (5) papers must be published in reputable refereed journals (Local or international)
 - Recommendations from two (2) external assessors.
- (ii) Senior Lecturer to Associate Professor
 - Eight (8) years minimum teaching experience

- Twelve (12) refereed papers in total, with at least three (3) publications in international refereed journals.
 - Recommendations from at least two (2) external assessors.
- (iii) Associate Professor to full Professor.
- Ten (10) years minimum teaching experience.
 - Twenty (20) refereed papers in total, with at least six (6) publications in international refereed journals.
 - Recommendations from three (3) external assessors.

1.0 PUBLICATION EQUIVALENCY

- (i) One (1) textbook from credible publisher in a specialized field of study and practice is equivalent to three (3) Refereed Papers.
- (ii) One (1) chapter or more in a textbook from a credible publisher in specialized field of study and practice is equivalent to one (1) refereed paper. A chapter or more in another textbook is also equivalent to another one (1) refereed paper.
- (iii) Three (3) refereed Conference Proceedings Papers – That is, conference in a specialized field of study and practice is equivalent to one (1) refereed paper.
- (iv) Three (3) Consultancy Reports in a specialized field of study and practice is equivalent to one (1) refereed paper.
- (v) Three (3) Faculty Lecture Notes in three (3) subject areas, very well structured and reviewed by the Faculty Board is equivalent to one (1) refereed paper.

9.0 HOW POINTS ARE SCORED AND WEIGHTED

- (i) Promotions are based on selected criteria and a point system weighted to the level for which the promotions are considered.
- (ii) OUTLINE OF WEIGHTED POINTS

| | |
|--------------------------|----|
| Research refereed papers | 50 |
|--------------------------|----|

| | |
|----------------------------------|------------|
| Teaching | 35 |
| Extension work/Community Service | 15 |
| Total | 100 |

- (iii) A minimum of 75 points is required on the scale of 100 to earn the pass mark.
- (iv) In the case of Lecturer to Senior Lectureship status, the applicants earned points for Research (Refereed Papers) shall be a minimum of 30 points
- (v) In the case of Associate and Full Professorship status, the applicants earned points for Research (Refereed Papers) shall be a minimum of 45 points.

10 VISITING, TEMPORARY AND DIRECT APPOINTMENTS

- i. In consultation with the Dean and Head of Department, the Vice-Chancellor may, in urgent cases, approve a short-term appointment for a period of up to one year while an application for a regular appointment is being processed.
- ii. In consultation with the Dean and Head of Department, the Vice-Chancellor may approve a short-term appointment for a period of less than one year for an applicant who does not propose to take up a regular appointment. The designation "Visiting Scholar" or "Visiting (with suitable title)" shall apply to the appointment.
- iii. In consultation with the Dean and HoD, the Vice-Chancellor may approve a Part-time Lectureship appointment for one academic year.
- iv. Where applicable, in consideration of an applicant's experience in an identified field, the Vice Chancellor in consultation with the Dean and Head of Department, may appoint the person to a specific senior role (with an assigned title if necessary).
- v. All these appointments shall be reported to the Appointments and Promotions Board at its next regular meeting.

11.0 TUTOR/RESEARCH ASSOCIATE

Persons who may not possess the requisite qualifications for appointment to the various teaching/research positions in the University who have acknowledged expertise in certain selected fields for which regular teachers are difficult to come by may be appointed to teaching positions in such fields. This may include, for example, Music and Ghanaian Languages and Culture and Foreign Languages. The designation, tutor/research associate, shall apply to such persons who are offered teaching or research positions. Depending on their qualifications and experience, such persons shall enjoy conditions of service similar to those enjoyed by a lecturer/research fellow. Appointment to this category shall be for a renewable period of two years.

12.0 CRITERIA FOR APPOINTMENTS AND PROMOTIONS TO NON-TEACHING STAFF

12.1 All first appointments to non-teaching staff shall be by interview.

12.2 For appointment or promotion to the administrative/professional grades, evidence of potential or continuing performance in respect of the following shall be required:

12.2.1.1 Grasp of administrative procedures/regulations and organisational ability;

12.2.1.2 Leadership;

12.2.1.3 Initiative and reliability;

12.2.1.4 Sense of responsibility;

12.3 Assessment of the above shall require a report by the applicant on his contribution to the work of the University or other Institution(s), to which may be attached, memoranda (other than confidential material) to be reviewed as appropriate by Registrar, Dean, Director, or Chairman of Appointments and Promotions Committee or other person(s) in a supervisory, administrative capacity.

13.0 OFFICE OF THE REGISTRAR

13.1 Criteria for Appointment

All new appointments shall be by interview.

Eligibility for Appointment

For appointments to the administrative grades, the following criteria shall apply:

a. Junior Assistant Registrar

- i. For appointment to the grade of Junior Assistant Registrar, candidates shall possess a higher degree.
- ii. In exceptional cases, candidates with a good first degree or its equivalent, plus at least two years post-graduation experience, may be considered.
- iii. Persons appointed under sub-regulation (2) of this regulation shall not be promoted to a higher grade unless they have acquired a higher degree.

b. Assistant Registrar

Candidates seeking appointment or promotion to the grade of Assistant Registrar must possess a higher degree, plus at least two years' relevant experience in administration.

c. Senior Assistant Registrar

- i. For appointment or promotion to the grade of Senior Assistant Registrar, satisfactory performance in the grade of Assistant Registrar in the University or equivalent grade in an analogous institution for at least six years shall be required.
- ii. Three (3) external assessors shall be required, and at least two of the assessors' reports must be favourable.

d. Deputy Registrar

- i. For appointment to the post of Deputy Registrar, candidates must possess a higher degree or equivalent professional qualification. In addition, they must have served as Senior Assistant Registrar or equivalent grade in analogous institution for a minimum of five years. Appointment shall be by interview.
- ii. Three external assessors shall be required, and one of whom shall serve on the Interview Board. At least two of the assessors' reports must be favourable.

e. Registrar

An appointment to the position of Registrar shall proceed as provided by the Statutes.

14.0 UNIVERSITY LIBRARIAN

a) Junior Assistant Librarian

- (1) For appointment to the grade of Junior Assistant Librarian, candidates shall possess a higher degree in Library/Information Studies.
- (2) In exceptional cases, candidates with good first degree in Library/Information Studies, plus two (2) years post-graduation experience, may be considered.
- (3) Persons appointed under subsection (2) of this regulation shall not be promoted to a higher grade/position unless they have acquired a higher degree in Library/Information Studies

b) Assistant Librarian

- i) Candidates seeking appointment or promotion to this grade/position must possess higher degree in Library/ Information Studies plus at least two (2) years relevant experience in Librarianship.

c) Senior Assistant Librarian

- (1) For appointment or promotion to this grade, satisfactory performance in the grade of Assistant Librarian in the University or equivalent grade in an analogous institution for at least six years shall be required.
- (2) Three (3) external assessors shall be required, and at least two of the assessors' reports must be favourable.

d) Deputy Librarian

- (1) For appointment to this post, candidates must possess a higher degree in Library/Information Studies or equivalent professional qualification. In addition, they must have served as Senior Assistant Librarian or equivalent grade in analogous institution for a minimum of five (5) years.
Appointment shall be by interview.
- (2) Three external assessors shall be required, and one of whom shall serve on the Interview Board. At least two of the assessors' reports must be favourable.

e) Chief Information Officer

- (1) An appointment to this position shall proceed as provided by the statutes.

15.0 FINANCE OFFICE/INTERNAL AUDIT

APPOINTMENT

Eligibility for Appointment

For appointment as a senior member in the Finance Office/Internal Audit Unit, candidate must satisfy the criteria defined below for the various grades.

a. Junior Assistant Accountant /Junior Assistant Internal Auditor

Candidates must Either:

- i) For appointment to the grade of Junior Assistant Accountant/Junior Assistant Internal Auditor shall possess a higher degree.
- ii) In exceptional cases, a good first degree in Accountancy or other relevant University degree (B.Com. or B.Sc. Administration. (Accounting Option) etc may be considered.

or

- iii) Have completed Intermediate Qualifying Level Examination of Institute of Chartered Accountants (Ghana) or its equivalent in other professional institutes. In addition, have had a minimum of two years' relevant experience.

b. Assistant Accountant/Assistant Internal Auditor

For appointment or promotion to **the** grade of Assistant Accountant or Assistant Internal Auditor, a person should possess any of the following: -

Either

- i. For appointment to the grade of Senior Assistant Accountant/Senior Assistant Internal Auditor shall possess a higher degree.
- ii. In exceptional cases, a first degree as in 2 (ii) above plus two years post-qualification experience.

Or

- iii. Final Professional Level Examination of C.A. (Ghana) or its equivalent of any of the following professional accountancy bodies:
 - (i) Institute of Chartered Accountants (I.C. A.) Ghana;
 - (ii) Chartered Institute of Management Accountants (CIMA);
 - (iii) Chartered Association of Certified Accountants (ACCA), Or equivalent professional level examinations of any professional accountancy body recognized and registered with the

International Federation of Accountants (IFAC) headquartered in USA

Or

iv. Must have served as Junior Assistant Accountant or Junior Assistant Internal Auditor or equivalent for a minimum period of two years in the service of the University or comparable organisation.

b. Deputy Accounts Manager/Deputy Audit Manager

Persons to be appointed to the grade of Deputy Accounts Manager/Deputy Audit Manager must:

Either

- i. Possess the Final Examination Certificate of the
The Institute of Chartered Accountants (ICA) Ghana;
The Chartered Association of Certified Accountants (ACCA, UK);
The Chartered Institute of Management Accountants (CIMA, UK)

Or

equivalent professional certificate of any professional accountancy body recognized and registered with the International Federation of Accountants (IFAC) headquartered in USA

Or

- ii. Must have served as an Assistant Accountant or Assistant Internal Auditor or equivalent for a minimum period of five years in the service of the University or comparable organisation. Appointment shall be by interview
- Three external assessors shall be required, and one of whom shall serve on the Interview Board. At least two of the assessors' reports must be favourable.

c. Accounts Manager/Audit Manager

For appointment to the grade of Accounts Manager/Audit Manager, candidate must

Either

(1) Possess the Final Examination Certificate of

- i. The Institute of Chartered Accountants (C. A) Ghana;
- ii. The Chartered Association of Certified Accountants (ACCA);
- iii. The Chartered Institute of Management Accountants (CIMA)

Or

equivalent professional certificate of any professional accountancy body recognized and registered with the International Federation of Accountants (IFAC) headquartered in USA

(2) Have a minimum of four years post qualification experience.

Or

(3)

Have a minimum of 3 years' experience as Accountant or Senior Assistant Internal Auditor in the University or analogous Institution.

- Three external assessors shall be required, and one of whom shall serve on the Interview Board. At least two of the assessors' reports must be favourable.
- Appointment shall be by interview.

f. Deputy Chief Finance Officer/Deputy Internal Auditor

To be appointed to the post of Deputy Chief Finance Officer or Internal Auditor; a person must: -

- i. Be a member of a professional accountancy body recognised and registered with the International Federation of Accountants (IFAC) headquartered in USA.
- ii. Have served in the University or comparable institution for a minimum of five years (5) in the grade of Senior Accountant' Deputy Internal Auditor.

- iii. Possess a minimum of eight years (8) of relevant post-qualification experience in a relevant organisation.
- iv. Reports from three external assessors shall be required. At least two of the assessors' reports must be favourable. Two shall also be members of the Interview Board.
- v. Appointment shall be by interview.

g. Chief Internal Auditor

The post of Chief Internal Auditor shall be by appointment only. To be eligible, a candidate must: -

- i. Be a member of a professional accountancy body recognised and registered with the International Federation of Accountants (IFAC) headquartered in USA.
- ii. Have served in the University as Deputy Chief Finance Officer for a minimum of five years or have minimum of ten years post qualification experience in a relevant organisation.
- iii. Reports from three external assessors shall be required. At least two of the assessors' report must be favourable. Two shall also be members of the Interview Board.
- iv. Appointment shall be by interview.

h. Chief Finance Officer

The position of Chief Finance Officer whose appointment is covered under **Statute 50** shall be occupied by persons with the following qualifications: -

- i. Be a member of a professional accountancy body recognised and registered with the International Federation of Accountants (IFAC) headquartered in USA.

- ii. Have served in the University as Deputy Chief Finance Officer for a minimum of five years or have minimum of ten years post qualification experience in an analogous organisation.