



CENTRAL UNIVERSITY

FAITH • INTEGRITY • EXCELLENCE

STATUTES

AS AMENDED 2022

CENTRAL UNIVERSITY STATUTES

Section	Page
PART A - DEFINITIONS AND INTERPRETATIONS	
1. Definitions and Interpretations	1
PART B - GOVERNANCE OF THE UNIVERSITY	
2. Membership of the University	4
3. Chancellor	4
4. Duties of the Chancellor	4
5. Pro-Chancellor	5
6. Governing Council of the University	5
7. Composition of Council	6
8. Powers of Council	6
9. Functions of Council	7
10. Meetings of Council	8
11. Tenure of Office of Council Members	9
12. The University Common Seal	9
13. Financial Provisions	9
14. Statutory Committees of Council	10
PART C - UNIVERSITY OFFICERS	
15. University Officers	11
16. Vice Chancellor	11
17. Powers and functions of the Vice-Chancellor	12
18. Resignation & Removal of the Vice-Chancellor	13
19. Pro Vice-Chancellor	14
20. Resignation & Removal of Pro Vice-Chancellors	15
21. Registrar	15
22. Resignation & Removal of Registrar	17
23. Academic Deans	17
24. Functions of Academic Deans	18
25. Dean of Students & Alumni Affairs	19
26. Directors of Campuses, Centres, Institutes and Academic Units	21
27. University Librarian	22
28. University Chaplain	22

PART D - APPOINTMENTS AND PROMOTIONS

29. University Appointments and Promotions	23
30. Appointment of Academic Staff	24
31. Faculty/School Appointments and Promotions Committee	25
32. Appointment of Administrative Senior Members	26
33. Appointment and Promotion of Senior Staff	27
34. Appointment and Promotion of Junior Staff	28

PART E - CONVOCATION

35. Convocation	30
36. Election of Convocation Members to Council	31
37. Convocation Election Redress Procedure	31

PART F - ACADEMIC BOARD

38. Academic Board	33
39. Composition of the Academic Board	33
40. Functions of the Academic Board	33
41. Meetings of the Academic Board	36
42. Statutory Committees of the Academic Board	36

PART G - FACULTY/SCHOOLS AND ADMINISTRATIVE DIRECTORATES

43. Faculties and Schools	38
44. Faculty/School Boards	38
45. Advisory Boards for Academic Units	40
46. Departments	40
47. Departmental Meetings	42
48. School of Graduate Studies & Research	42
49. ICGC Seminary within Central University	44
50. International Programmes Office	45
51. Matriculation	45
52. Semester and Trimester System	45
53. Degrees, Titles of Degrees and Distinction	45
54. Sermons	46
55. Commemoration	46
56. Halls of Residence and other Residential Facilities	46
57. Student Governance	46
58. Establishment of Administrative Directorates	47

59. Administrative Directors	48
60. Compliance and Quality Assurance	48
PART G - LEAVE	
61. Types of Leave	51
PART H - CODE OF ETHICS	52
PART I - DISCIPLINARY RULES AND PROCEDURE	
62. Academic Offences	52
63. Non-Academic Offences	54
64. Disciplinary Procedure	56
65. Disciplinary Committee	57
66. Sanctions for Junior Members	59
67. Sanctions for Employees	60
68. The Working and Learning Environment	60
PART J - VARIATION AND REVOCATION OF THE STATUTES	
69. Variation and Revocation	62
70. Transitional Provisions	62
SCHEDULE I - Organogram of the University	64
SCHEDULE I(A) - Central University Committee Structure	65
SCHEDULE II - Committees of Council	66
SCHEDULE III - Committees of Academic Board	72
SCHEDULE IV - Role of Pro Vice-Chancellor	85
SCHEDULE V - Procedure for Establishment of Academic & Administrative Units	86
SCHEDULE VI - Policy on Sexual Harassment	88
SCHEDULE VII - Policy on Narcotic Drugs	94
SCHEDULE VIII - Policy on Alcohol and other Substance Abuse	95
SCHEDULE IX - Possession and Use of Firearms and Weapons	96

STATUTES OF CENTRAL UNIVERSITY

Preamble and Affirmations of International Central Gospel Church

We, the General Overseer, Pastors and Elders of the International Central Gospel Church (ICGC), by the grace of God to all whom these presents **shall** come, greetings:

Whereas petitions have been presented to us by Central University (hereinafter referred to as the 'University') within the Republic of Ghana and by the general membership of ICGC praying us to establish a university within the said Republic for the promotion of the arts, sciences and learning and of the objects for which the University was established and to make such appropriate provisions as **shall** seem to us fit,

Now therefore know Ye that We, by virtue of the powers enabling Us so to do, of Our special grace certain knowledge and mere motion by these Presents for Us and Our successors grant, will and ordain as follows:

Central University is hereby established.

Vision

To raise virtuous and transformational leaders for our world.

Mission

To nurture a vibrant academic community conducive to the study, creation and dissemination of knowledge through research, teaching, training and service.

Christian Faith

Central University is a Christian institution. Its core business is to train transformational leaders imbued with Christian values and ethics while endeavouring to accommodate the diverse religious faiths and backgrounds of its faculty, staff and students. It **shall at all times preserve its core Christian values and philosophy**. The University does not discriminate against adherents of other religious faiths.

The University, through its faith and learning initiatives under the **Chaplaincy, Faith and Learning Committee**, works to ensure that Christian ethics and values are inculcated in its students, and permeate all its activities.

Philosophy

We seek to advance the intellectual capacity of our students through character formation, critical thinking and community service. Consequently, we are committed to a holistic development of the total human being - spirit, mind and body. As a Christian institution, Central University subscribes to a Judeo-Christian worldview and the pursuit of a righteous society. This value

system informs our understanding of reality, as well as the origins and functions of Nature and Nature's laws.

Our philosophy and beliefs are manifested through these affirmations:

- a. we recognise God as Creator of the universe who reigns supreme over all things and is worthy of our total devotion
- b. we give God the highest reverence not attributing His power and glory to any other deity or human being
- c. we enter into oaths and covenants advisedly and endeavour to keep our bond once given
- d. we cultivate a well-balanced life of gainful labour, leisure, healthy living and prayerful devotion
- e. we esteem those whose faith, sacrifice and labour have nurtured us and make our own commitment to the next generation
- f. we cherish human life as a sacred gift from God entrusted to us to be preserved, developed and celebrated
- g. we maintain sexual purity, the sanctity of marriage and keep the vows of love with fidelity
- h. we appreciate and pursue veracity and accuracy in the presentation of facts in all our dealings
- i. we, being faithful stewards of resources entrusted to us, will not unjustly dispossessing others of the reward of their labour
- j. we learn to be content with the things we have, while lawfully working for the things we desire.

By affirming these values, we desire to model a community where students, staff and faculty learn, live and lead in godliness.

We recognize that because of their fallen nature, human beings, by themselves, are incapable of living up to God's glory. However, through faith in the atoning death and resurrection of Jesus Christ, we can experience God's grace of salvation and the Holy Spirit's power to live and serve in righteousness.

It is therefore, through faith in Christ and God's grace that we build and dedicate our University.

Objects of the University

The objects of the University are to:

- a. provide resources for high quality and integrated University education within the context of our Christian faith and commitment
- b. provide academic leadership through research, education and consultation, so as to provide solutions to the socio-economic and political problems of the world
- c. provide adequate resources for quality University education, training, research and consultancy
- d. develop in students' strong moral values and ethical foundation for life and conduct
- e. guide students to understand and accept themselves, their individual needs and talents, and to develop their potential for productive life and service
- f. provide students with balanced educational programmes that will help them to develop and broaden their appreciation of the inherent interrelationship between the physical and spiritual so as to develop a holistic approach to life
- g. equip students to personally commit themselves to social renewal through evangelism, community service and Godly leadership
- h. play an effective role in the development and expansion of university education in Africa through the exchange of ideas and resources.

In seeking to achieve its objects, the University shall:

- a. offer courses of study leading to the award of degrees, diplomas, certificates and other awards
- b. admit for study such candidates as shall have been deemed by the appropriate standards of the University as being academically qualified, and who accept the University's Philosophy
- c. be open to all persons in its admission processes without discrimination;
- d. provide a high quality and stimulating learning environment to enable students to achieve their full potential
- e. provide a wide range of educational activities in an enabling environment to ensure that students acquire the necessary technological know-how required for human development

- f. collaborate with religious, civil, public, and private sector authorities for the development, implementation and review of academic programmes
- g. collaborate or co-operate with any local or international institutions or organisations whose objectives are similar or complementary to those of the University
- h. sponsor and encourage the publication and dissemination of results of studies or research of academic or practical value
- i. confer honorary degrees or other distinctions on approved persons provided that all degrees and other distinctions **shall** be conferred and held subject to any provisions which are or may be made in reference thereto by the Statutes, or Regulations of the University
- j. on good cause shown, deprive persons of any Degrees, Diplomas, Certificates or Distinctions granted to or conferred upon them
- k. institute and appoint to appropriate offices as required by the University
- l. institute and award Fellowships, Scholarships, Bursaries and Prizes
- m. establish Halls for the residence of students
- n. make provision for applied research and furnish scientific and technical advice for public purposes and, for these objects, enter into such arrangements with other institutions or with public bodies as may be considered appropriate
- o. perform all other such acts as may be required to further the objects of the University.

Functions of the University

The University **shall** have the following functions:

- a. offer university education, training and research and consultancy and establish Colleges, Faculties, Schools, Departments, Institutes, Centres and such other bodies as the University Council may determine
- b. determine who may teach, what may be taught and how it may be taught in the University
- c. conduct research and encourage the conduct of research which extend the frontiers of human knowledge
- d. promote the generation and dissemination of knowledge for the benefit of society and the stimulation of intellectual life and cultural development of students

- e. conduct examinations and grant degrees, diplomas, certificates and other awards of the university
- f. provide a balanced programme and environment for the harmonious and holistic development of students and staff
- g. carry out any other functions as may be permitted and approved from time to time by the Governing Council (hereinafter referred to as 'Council').

STATUTES OF CENTRAL UNIVERSITY

PART A: DEFINITIONS AND INTERPRETATIONS

Section 1 - Definitions and Interpretations

- 1) “Academic Board” means the body that handles all academic and student policy issues of the University. It is the next highest decision-making body after the Council
- 2) “Academic Practitioner” means a lecturer appointed to offer applied knowledge through teaching on programmes requiring significant practical inputs
- 3) “Alumni Association” means that group of former students of Central University who have been registered as such
- 4) “Centre/Unit” means an establishment which conducts/implements specialised programmes, provides specialised research advocacy services and/ or focuses on the delivery of a support service. It will normally be domiciled in a School or Department. Its status and programmes are as stated in the appropriate schedules
- 5) “Church” refers to the International Central Gospel Church (ICGC)
- 6) “College” means a collection of Faculties, Institutes, Schools and Centres of related or semi-related disciplines
- 7) “Competent Authority” means authority derived from the University’s statutory bodies
- 8) “Competent Body” means body or bodies statutorily provided for by these Statutes or by other appropriate authority such as Council, Academic Board or Management
- 9) “Congregation” means a gathering of the University community for the purposes of awarding degrees, certificates and diplomas
- 10) “Convocation” means a gathering of all Senior Members of the University
- 11) “Coordinator” means an Officer of the University administering a Centre, Institute, Special Academic Unit or satellite campus
- 12) “Department” refers to a division within a Faculty/School with responsibility for the delivery of graduate and undergraduate teaching and the conduct of research in a recognizable academic discipline and has been so designated by the Academic Board
- 13) “Directorate” means amalgamation of units, offices, rules and responsibility to create an administrative function of the university
- 14) “Emergency Meeting” means a meeting called under urgent circumstance that would not have been foreseen and which require immediate

action or decision and which cannot wait for a regular meeting or the normal notice schedule

- 15) “Faculty/School” means a collection of related and/or semi-related departments, institutes, centres and units; a Faculty/School is likely to have some relation to the professions and/ or have programmes that are regulated by properly/legally constituted professional regulatory bodies
- 16) “Governing Council (Council)” is the highest decision-making body of the University and offers governance and strategic direction to the University
- 17) “Institute” means a semi-autonomous unit specializing in the delivery of particular extension services, delivery of multidisciplinary research and focused sub-degree/degree and post graduate degree programmes. Its status and programme offerings shall be as specified in the appropriate schedule or instrument
- 18) “Junior Member” means a person who has been admitted to pursue a programme of study in the University and has been matriculated
- 19) “Junior Staff” mean persons in the employment of the University of the rank below that of an Administrative Assistant or its equivalent
- 20) “Members of the University” means the following: Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice-Chancellor, Registrar, Members of Council, Members of Convocation, Senior Staff, Junior Staff and Junior Members
- 21) “Principal Officers” of the University are the Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice-Chancellor and the Registrar
- 22) “Professorial Rank” refers to Professors and Associate Professors
- 23) “Section” means a sub unit of a Directorate
- 24) “Senior Member” means a person in the employment of the University of a rank not lower than Junior Assistant Registrar or Assistant Lecturer
- 25) “Senior Post” is defined as Deans, Academic and Administrative Directors, Heads of Centres and Heads of Units
- 26) “Senior Staff” means persons in the employment of the University of a rank not lower than that of an Administrative Assistant or its equivalent
- 27) “Special Meeting” means a meeting that is called to consider a unique issue outside of a regular meeting and called to discuss a matter or matters which (do not) have an urgent character
- 28) “Staff” means a person in the employment of the University. This shall include faculty, “Faculty” being the generic name for staff in academic

roles. All persons in the employment of the University may also be referred to as “employees”

29) “University” means Central University

30) Words importing male persons include female persons (except where otherwise and clearly stated).

PART B: GOVERNANCE OF THE UNIVERSITY

Section 2 - Membership of the University

- 1) The membership of the University shall comprise the following categories of persons:
 - i. Chancellor
 - ii. Pro-Chancellor
 - iii. Members of the Council
 - iv. Vice Chancellor and Pro Vice-Chancellor
 - v. Registrar
 - vi. Deans and Directors
 - vii. Heads of Department
 - viii. Senior Members
 - ix. Senior Staff
 - x. Junior Staff
 - xi. Junior Members.

Section 3 - Chancellor

- 1) There shall be a Chancellor of the University who shall be the representative of the Presbytery of the Church and shall be the Head of the University
- 2) The appointment of the Chancellor of the University shall be at the instance of the International Central Gospel Church

Section 4 - Duties of the Chancellor

- 1) The Chancellor shall be the principal liaison between the University and the Church
- 2) The Chancellor shall have power to make representation to the University and its organs on any matter. The Chancellor may attend all or any meetings of the University and shall preside over any such meeting when he/she is present
- 3) The Chancellor shall preside over congregation and shall have the power to confer on qualified persons degrees or titles of degrees, diplomas and certificates in accordance with the powers of the University and procedures established by this Statute
- 4) The Chancellor shall hold office until the Church determines otherwise and informs the University accordingly
- 5) When a vacancy occurs in the Chancellorship, the Church shall notify the University through Council. The Pro-Chancellor shall act in the absence

of the Chancellor until the University is informed of the appointment of a new Chancellor by the Church

- 6) In the event of illness which leads to a temporary absence of the Chancellor, the Pro-Chancellor shall act

- 7) The University shall hold an investiture for a new Chancellor.

Section 5 - Pro-Chancellor

- 1) There shall be a Pro-Chancellor of the University
- 2) Subject to these Statutes, in the event of a vacancy in the position of the Chancellor, the Pro-Chancellor may exercise the functions of the Chancellor
- 3) The Pro-Chancellor shall hold office for a term of four years and shall be eligible for renewal for a further term of up to four years only.
- 4) In the event of a vacancy in the office of Pro-Chancellor, Council, in consultation with the Church, shall appoint a search party which shall vet nominations and submit a report to the Church. The Church shall then appoint a Pro-Chancellor by an appointment instrument signed by the General Overseer or his representative
- 5) In the event of a temporary vacancy or unavailability of the Pro-Chancellor, the Church shall nominate an interim Pro-Chancellor
- 6) The Pro-Chancellor may resign by letter addressed to the Chancellor
- 7) The appointment of the Pro-Chancellor may be terminated for good cause by the Presbytery of the Church.

Section 6 - Governing Council of the University

- 1) There is established by these Statutes, the Governing Council (hereinafter referred to as 'Council') of the University which shall be the governing body of the University
- 2) The Council shall be the highest decision-making body of the University and shall at all times be composed of persons with relevant expertise in various fields which enable them to make significant contributions to the University's financing, academic governance and management effectiveness. Persons serving on the Council shall also possess Christian commitment in keeping with the University's Christian faith.

Section 7 - Composition of Council

The Council **shall** consist of the following members:

- i. a Chairperson, who **shall** be appointed by the Council from amongst its ranks or by considering members' nominations of external notables
- ii. the Vice Chancellor
- iii. two representatives of Convocation
- iv. three representatives of the Church who possess various and relevant professional competencies
- v. other distinguished persons from various sectors of society, taking into account key considerations such as gender, expertise in finance/fund-raising, income generation, governance, the law and university administration
- vi. one Alumni representative
- vii. Pro Vice-Chancellor who **shall** be in attendance
- viii. Registrar who **shall** be the secretary.

Section 8 - Powers of Council

Council **shall** have powers to

- 1) promote learning, maintain good order and discipline and make Regulations, provided that no such Regulations **shall** contravene any provision of the Statutes
- 2) engage persons in the service of the University under such terms and conditions as it may prescribe
- 3) award degrees, honorary degrees, diplomas and certificates on the recommendation of the Academic Board
- 4) promote or appoint various senior officers of the University (as provided for by these Statutes) including the professoriate on the recommendations of the University Appointments and Promotions Committee
- 5) control the finances of the University and determine any matter relating to the financial administration of the University
- 6) invite the opinion of and take into consideration any recommendations from the Academic Board on any issues which directly affect the educational policy of the University
- 7) take legal advice, retain legal counsel, institute, defend or maintain legal actions on behalf of the University

- 8) determine the fees to be paid by any persons or classes of persons for matriculation, tuition, examination, admission to any degree or title of degrees, or services rendered by employees of the University
- 9) accept benefactions, provided the conditions attached thereto are not at variance with any provision of the Statutes
- 10) enact and amend the Statutes
- 11) vary tenure the terms of appointment of any University officer after having satisfied itself of the need to do so.

Section 9 - Functions of Council

- 1) Council **shall**, through its appropriate organs, exercise oversight responsibility for the governance and strategic direction of all administrative and academic affairs of the University
- 2) Council **shall** have control of all properties, funds, and investments of the University and **shall** have power to
 - a) generally, enter into, carry out, vary and cancel contracts
 - b) borrow money on behalf of the University and use the property of the University as security
 - c) buy, sell, exchange, lease and accept leases of properties of the University
 - d) conserve and augment the resources of the University and for this purpose may, from time to time, specify any matter affecting the income or expenditure of the University in respect of which the consent of Council must be obtained for action to be taken
 - e) manage the capital and recurrent expenditure of the University and maintain budgetary controls
 - f) determine annually the expenditure necessary for
 - i. running the University
 - ii. managing assets of the University
 - iii. securing adequate staff for transacting the academic, financial and administrative business of the University
 - iv. effective student life.

General Powers

- 3) Council **shall** prescribe the manner and form in which units of the University **shall** submit accounts or estimates of income and expenditure
- 4) Council may obtain such professional advice as it deems necessary
- 5) Council **shall** provide for and arrange an Annual General Meeting (AGM) to consider various matters including:
 - a. audits and audit fees
 - b. financial statements and assets of the University
 - c. Directors/Council members' appointments, tenure and emoluments
 - d. Receive appropriate report on the state of the University from the Chair of Council
 - e. Any other matters necessary for the attention of Council
- 6) Council **shall** have power to enter into, suppress and vary any financial arrangement providing always that such variations do not run counter to these Statutes.

Section 10 - Meetings of Council

- 1) The Council **shall** hold four regular meetings in every academic year
- 2) A special meeting of the Council may be convened by the Chairperson if any five members including the Chairperson make or submit a written request to that effect
- 3) The Council may hold an emergency meeting as may be necessary and appropriate
- 4) The quorum for meetings **shall** be 50% of membership, including the Chairperson and the Vice Chancellor
- 5) Notice of meetings of Council other than emergency meetings **shall** be given in writing to each member of the Council by the Secretary, not later than ten days before the date fixed for such a meeting. Such notice **shall** include documentation relating to the business to be transacted
- 6) Notice of Special Meetings may be the same as for regular meetings
- 7) Any decision requiring voting **shall** be determined by simple majority of members present and voting
- 8) The Chairperson of the meeting **shall** have an original and casting vote in the case of a tie

- 9) The Council may co-opt unto its meetings persons that it considers necessary for its business, except that persons so co-opted shall not be counted for quorum and are not eligible to vote.

Section 11 - Tenure of Office for Council Members

- 1) The tenure of the Chairperson shall be determined by ICGC
- 2) The tenure of all other members shall be two (2) years, renewable twice; except for ex officio members whose tenure is determined by their executive role within the University
- 3) The term of office shall be reckoned from the first day of January of the year a member assumes office
- 4) Without prejudice to Section 11(1)(2) the Secretary to the Council may draw the Chairperson's attention to regularity or otherwise of members' attendance at meetings and its implications
- 5) The Council shall be subject to annual self-evaluation.

Section 12 - University Common Seal

- 1) The Council shall grant authority for the Common Seal to be affixed to a document or to a class of documents. The Seal shall not be affixed without such authority, except when authority has been given in some other manner for which provision is made by these Statutes
- 2) The Registrar shall be the keeper of the Seal.

Section 13 - Financial Provisions

- 1) University Financial Year

The University shall operate a fiscal year that shall coincide with the academic year. The fiscal year and the academic year shall begin in September each year

- 2) Sources of Funds

The University shall declare from time to time, in its annual financial reports, its sources of funds

- 3) Annual Budget

The University shall operate an annual budget which shall be approved by the Council

- 4) Appropriations, Accounts and Audit

Through a framework of financial devolution, there shall be mechanisms for budgetary appropriation of funds, accounting for same and regular audit of expenditure.

Section 14 - Statutory Committees of Council

- 1) The Statutory Committees of Council shall include but not limited to:
 - a. Executive Committee
 - b. Finance Committee
 - c. Audit Committee
 - d. Development Committee
 - e. Procurement and Tender Committee
 - f. University Appointments and Promotions Committee
 - g. Strategic Planning Committee
- 2) Details of composition, quorum and the functions for the Statutory Committees of Council are provided in the Schedules
- 3) Council may create other statutory committees as it may, from time to time, determine.

PART C: UNIVERSITY OFFICERS

Section 15 - University Officers

- 1) The following persons **shall** be Principal Officers of the University
 - a. Chancellor
 - b. Pro-Chancellor
 - c. Chairperson of Council
 - d. Vice Chancellor
 - e. Pro Vice-Chancellor
 - f. Registrar
- 2) The exercise of any responsibility by a University Officer is subject to these Statutes.

Section 16 - The Vice Chancellor

- 1) There **shall** be a Vice Chancellor who **shall** be the Chief Executive Officer, Chief Academic Officer and Chief Disciplinary Officer of the University
- 2) The Vice Chancellor of the University **shall** be appointed by Council in consultation with the Church
- 3) Whenever the position of the Vice Chancellor is vacant, the Governing Council **shall** notify the Church. The Governing Council in consultation with the Church **shall** set up a search party to nominate a minimum of two suitably qualified persons, one of whom may be appointed by Council
- 4) Where Council considers none of the recommended persons suitable for the position, the process **shall** be repeated
- 5) As soon as possible, after the appointment of a Vice Chancellor, he or she **shall** be formally inducted to the office at a ceremony presided over by the Chancellor
- 6) The Vice Chancellor **shall** be appointed, in the first instance, for five (5) years
- 7) The Council may renew the term of office of the Vice Chancellor for a period not exceeding three (3) years, or, in exceptional circumstances, for such other period or periods as the Council may determine, in consultation with the Church
- 8) **Renewal of the Vice Chancellor's term shall follow Council's determined processes which may include a review panel**
- 9) **A Vice Chancellor who has completed his/her term shall be eligible for appointment to a faculty or administrative function**

- 10) A Vice Chancellor who at the time of completion of his/her tenure has not reached the statutory Central University retirement age of 65 shall automatically revert to faculty status

Section 17 - Powers and Functions of the Vice Chancellor

- 1) The Vice Chancellor shall, under the general direction of the Council, serve as the academic and administrative head and chief disciplinary officer of the University and shall perform the functions conferred on him or her by these Statutes
- 2) The Vice Chancellor shall, by virtue of his or her office, be a member of Council, Convocation and every statutory committee of the Council except the Audit Committee
- 3) The Vice Chancellor shall
 - a. be responsible for the management of the University and shall report on the progress and challenges of the University to Council at its regular meetings
 - b. be responsible for driving the overall growth and development of the University under the direction of the Council and shall have overall authority over academic, financial and administrative matters
 - c. submit annually to the Council, a statement of the financial and human resource requirements which, in his or her opinion, are necessary for the effective conduct of the business of the University. Council may direct that a copy of the report be placed before the Academic Board for its information
 - d. advise the Council and the Academic Board on matters affecting policy, finance, governance and administration of the University
 - e. have unrestricted rights of attendance and speech at the meetings of all University bodies, whether executive or advisory
- 4) The Vice Chancellor may, in writing, delegate to a senior member the performance of a function vested in the Vice Chancellor by these Statutes
- 5) Where administrative exigencies so require, the Vice Chancellor shall have power to make temporary administrative appointments of not more than two years' duration in each instance. All such appointees shall hold office in an acting capacity
- 6) During his or her tenure of office, the Vice Chancellor shall not undertake the duties of any other University office, except under exceptional circumstances where the Vice Chancellor may take up a role in an acting capacity, as directed by Council

- 7) The Vice Chancellor **shall** not undertake any duties that are or may become inconsistent with the performance of his duties
- 8) The Vice Chancellor **shall** not leave Ghana without prior notification in writing signed by him and addressed to the Chairperson of Council
- 9) The Vice Chancellor **shall** not be present at any meeting of the Governing Council or of any other body when that body is considering his or her re-appointment or the appointment of his or her successor as Vice Chancellor
- 10) The Vice Chancellor **shall** not be a member of any of the following bodies
 - a. a Disciplinary Committee
 - b. a Board of Examiners for a University examination
 - c. a Degree Committee for a Faculty or other institution
 - d. any other body that the University may specify by Statute.
- 11) Where the Vice Chancellor is absent or unable to perform his/her functions/ duties the Pro Vice-Chancellor may act.

Section 18 - Resignation and Removal of the Vice Chancellor

- 12) The Vice Chancellor may resign from his or her office by a letter addressed to the Chancellor
- 13) The Vice Chancellor may only be removed from office for good cause
- 14) Any of the following may make a complaint to the Chancellor seeking the removal of the Vice Chancellor from the office for good cause
 - a. any fifteen (15) members of the Academic Board
 - b. any fifty (50) members of Convocation and
 - c. any five hundred (500) members of the student body across faculties, including the entire membership of the Student Representative Council (SRC)
- 15) Council **shall** determine whether the petition merits consideration
- 16) Where Council determines that the petition merits consideration, it **shall** set up a five-member committee to investigate the matter raised in the petition
- 17) Both the petitioner and the Vice Chancellor **shall** be given the opportunity to be heard either in person or through a representative during the deliberations of the committee

- 18) Council may, in its absolute discretion, determine whether the Vice Chancellor **shall** be temporarily suspended or otherwise interdicted while the inquiry is pending
- 19) Council **shall** have the right to accept, partially accept or reject the recommendation of the committee, provided that no recommendation of the committee may take effect unless it has been approved by a special resolution of the Council supported by not less than two-thirds of the entire membership of Council

Section 19 - Pro Vice-Chancellor

- 1) There **shall** be a Pro Vice-Chancellor who **shall** be responsible for academic and student affairs and other such functions as may be assigned by the Vice Chancellor
- 2) Whenever the position of the Pro Vice-Chancellor is vacant, the Governing Council **shall** notify the Church. The Governing Council in consultation with the Church **shall** set up a search party to nominate a minimum of two suitably qualified persons, one of whom may be appointed by Council
- 3) Where Council considers none of the recommended persons suitable for the position, the process **shall** be repeated
- 4) The Pro Vice-Chancellor **shall** not hold any other administrative posts, except where Council considers otherwise
- 5) The Pro Vice-Chancellor **shall** serve for a period of four years and **shall** be eligible for re-appointment for a second term of up to two years **subject to favourable performance review by the Council. In exceptional circumstances, Council may approve a further term of two years only.**
 - a. a Pro Vice-Chancellor who at the time of completion of his/her tenure has not reached the statutory Central University retirement age of 65 **shall** automatically revert to faculty status
 - b. when the position of the Pro Vice-Chancellor becomes vacant or where the tenure of the Pro Vice-Chancellor has ended but the search process is as yet incomplete, the Vice Chancellor **shall** make an administrative appointment, until a substantive Pro Vice-Chancellor is appointed.
- 6) Renewal of the Pro Vice-Chancellor's term **shall** follow Council's determined processes which may include a review panel
- 7) A Pro Vice-Chancellor who has completed his/her term **shall** be eligible for appointment to a faculty or administrative function

Section 20 - Resignation and Removal of the Pro Vice-Chancellor

- 1) The Pro Vice-Chancellor may resign from his or her office by writing to the Council through the Vice Chancellor
- 2) The Pro Vice-Chancellor may only be removed from office for good cause
- 3) Any of the following may make a complaint to the Chancellor seeking the removal of the Pro Vice-Chancellor from the office for good cause
 - a. any fifteen (15) members of the Academic Board
 - b. any fifty (50) members of Convocation and
 - c. any five hundred (500) members of the student body across faculties, including the entire membership of the Student Representative Council (SRC).
- 4) Council **shall** determine whether the petition merits consideration
- 5) Where Council determines that the petition merits consideration, it **shall** set up a five-member committee to investigate the matter raised in the petition
- 6) Both the petitioner and the Pro Vice-Chancellor **shall** be given the opportunity to be heard either in person or through a representative during the deliberations of the committee
- 7) Council may, in its absolute discretion, determine whether the Pro Vice-Chancellor **shall** be temporarily suspended or otherwise interdicted while the inquiry is pending
- 8) Council **shall** have the right to accept, partially accept or reject the recommendation of the committee, provided that no recommendation of the committee may take effect unless it has been approved by a special resolution of the Council supported by not less than two-third of the entire membership of Council

Section 21 - Registrar

- 1) There **shall** be a Registrar who **shall** be the Head of Administrative Support Services and report to the Vice Chancellor
- 2) The Registrar **shall** be appointed by the Council on the recommendation of the University Appointments and Promotions Committee
- 3) The Registrar **shall** serve for a period of four years and **shall** be eligible for re-appointment for a second term of four years, subject to favourable performance review by the Council. In exceptional circumstances, Council may approve a further term of two years only.

- a.a Registrar who at the time of completing his/her tenure has not reached the Central University retirement age of 65, shall revert to the administrative cadre
 - b. when the position of the Registrar becomes vacant or where the tenure of the Registrar has ended but the search process is as yet incomplete, the Vice Chancellor shall make an administrative appointment until a substantive Registrar is appointed
- 4) The Registrar shall be a member of the Academic Board
- 5) The following functions shall operate under and be responsible to the Registrar
- a. Health Services
 - b. Human Resource
 - c. Academic & Students Services
 - d. I.C.T
 - e. Legal and Corporate Affairs
 - f. Administration & Facilities Management
 - g. Procurement
- 6) The responsibilities of the Registrar shall include
- a. coordinating matriculation and congregation procedures and ceremonies
 - b. maintaining students' academic records on a permanent basis
 - c. serve as secretary to all statutory Committees and Boards and keeping records and conducting correspondence on their behalf
 - d. preparing and presenting an annual report to the Council and the Academic Board on the operation of the registrar
 - e. keeping custody of the Common Seal and related documents and instruments of the University
 - f. affixing the Common Seal to appropriate documents of the University in accordance with the regulations made by the Council
 - g. causing to be published all policy decisions of the Council and its Committees and the Academic Board and its Committees
 - h. providing secretarial services for all statutory bodies, in consultation with the Vice Chancellor and the Pro Vice-Chancellor, except otherwise provided for under these Statutes
 - i. exercise oversight responsibility for security affairs within the University

- 7) Renewal of the Registrar's term shall follow Council's determined processes which may include a review panel

Section 22 - Resignation and Removal of Registrar

- 1) A Registrar may resign from his or her office by writing to the Council through the Vice Chancellor
- 2) A Registrar may only be removed from office for good cause
- 3) Any of the following may make a complaint to the Chancellor seeking the removal of a Registrar from the office for good cause
 - a. any fifteen (15) members of the Academic Board
 - b. any fifty (50) members of Convocation and
 - c. any five hundred (500) members of the student body across faculties, including the entire membership of the Student Representative Council (SRC)
- 4) Council shall determine whether the petition merits consideration
- 5) Where Council determines that the petition merits consideration, it shall set up a five-member committee to investigate the matter raised in the petition
- 6) Both the petitioner and the Registrar shall be given the opportunity to be heard either in person or through a representative during the deliberations of the committee
- 7) Council may, in its absolute discretion, determine whether the Registrar shall be temporarily suspended or otherwise interdicted while the inquiry is pending
- 8) Council shall have the right to accept, partially accept or reject the recommendation of the committee, provided that no recommendation of the committee may take effect unless it has been approved by a special resolution of the Council supported by not less than two-thirds of the entire membership of Council

Section 23 - Academic Deans

- 1) Each Faculty or School shall be headed by a Dean
- 2) Academic Deans shall report to and work under the Pro Vice-Chancellor
- 3) The Vice Chancellor shall have power to appoint a Vice-Dean for a Faculty/School where necessary

- 4) Deans shall hold only one administrative post. However, the Vice Chancellor shall have power to appoint a Dean to an acting or interim administrative position for a period up to two (2) years
- 5) Deans shall be appointed by the Council acting on the recommendations of the University Appointments and Promotions Committee
- 6) The Appointment of Deans shall not be limited to persons within the University
- 7) A Dean shall be of professorial rank unless otherwise provided for by these Statutes
- 8) Where a search does not produce a candidate of a professorial rank a Senior Lecturer may be appointed
- 9) A Dean shall hold office for a period up to three (3) years if he or she is of a professorial rank and shall be eligible, upon completion of his or her term of office, for re-appointment
- 10) A Dean shall not be re-appointed for a third term of office unless at least two years have elapsed from the date he or she last held that office
- 11) Where a Dean is not of a professorial rank or is on post-retirement contract, he or she shall hold office for up to two years and may be eligible for re-appointment
- 12) Council may, acting on the recommendations of the Vice Chancellor, revoke the appointment of a Dean for good cause.
- 13) Where a Dean is transferred or appointed to another School/Faculty, the Dean shall continue with his/her unexpired term of office subject to provisions 9, 10 and 11 above

Section 24 - Functions of Academic Deans

- 1) The Dean of a School/Faculty is the academic, research, administrative and strategic head of the School/Faculty
- 2) Working under the Pro Vice-Chancellor, the Dean supervises Heads of Academic Departments and the Faculty Officer to ensure the operationalization of the University's academic, research and related objectives
- 3) The Dean shall be the Chair of all statutory boards and committees of the School/Faculty
- 4) The Dean working with and through appropriate officers, committees and boards shall

- a. develop, administer, and promote the academic programmes and academic support functions of the School/Faculty
- b. recommend the nomination, retention, promotion, tenure, and compensation of faculty, heads of department, and staff members in departments and units assigned to the School/Faculty
- c. coordinate and promote academic proposals, changes, reviews, and other academic matters with other deans of the university, and other institutions and groups
- d. coordinate the programmes under various departments within the School/Faculty
- e. provide strategic and scholarly leadership for the School/Faculty
- f. develop external relationships for the purposes of
 - i. enhancing student placement opportunities
 - ii. providing meaningful community outreach opportunities for students and faculty
 - iii. work with Fund raising function to cultivate additional fundraising opportunities for the School/Faculty and the University
 - iv. work with the Advisory Board to extend the School/Faculty's impact nationally and
 - v. work with Alumni Office, faculty and staff in developing and maintaining the School's alumni relations program
- g. administer and monitoring the School/Faculty budgets, allocate and provide oversight of department budgets
- h. supervise marketing, public relations and recruitment activities of the School/Faculty
- i. provide inputs for the School/Faculty's details on the University website; attend to other ad hoc responsibilities requested by the Vice Chancellor and/or Pro Vice-Chancellor.

Section 25 - Dean of Students & Alumni Affairs

- 1) There shall be a Dean of Students and Alumni Affairs who shall be responsible for the non-academic services, activities and programmes that enhance student life on and off campuses. The Office of the Dean of Students shall work to maintain a positive, student-focused campus community

- 2) The Dean of Students and Alumni Affairs shall report to and work under the Pro Vice-Chancellor
- 3) The Dean of Students and Alumni Affairs shall hold only one administrative post at a time. However, the Vice Chancellor shall have power to appoint him/her to an acting or interim administrative position
- 4) The Dean of Students and Alumni Affairs shall be appointed by the Council acting on the recommendations of the University Appointments and Promotions Committee
- 5) The appointment of the Dean of Students and Alumni Affairs shall not be limited to persons within the University
- 6) The Dean of Students and Alumni Affairs shall be of professorial rank unless otherwise provided for by these Statutes
- 7) Council may where necessary appoint a person who is not of professorial status but is otherwise qualified
- 8) The Dean of Students and Alumni Affairs shall hold office for a period up to three (3) years, if he or she is of a professorial rank, and may be eligible, upon completion of his or her term of office, for re-appointment
- 9) Where the Dean of Students and Alumni Affairs is not of a professorial rank or is on post-retirement contract, he or she shall hold office for up to two years and may be eligible for re-appointment
- 10) The Dean of Students and Alumni Affairs shall not be re-appointed for a third term of office unless at least two years have elapsed from the date he or she last held that office
- 11) Council may, acting on the recommendations of the Vice Chancellor, revoke the appointment of the Dean of Students and Alumni Affairs for good cause
- 12) The Dean of Students and Alumni Affairs shall
 - a. coordinate health services, financial aid, housing/residential life and social programmes of students
 - b. serve as a liaison between Management and student organizations, such as the SRC, clubs and associations and coordinate the management and affairs of such student organizations
 - c. serve as a point of contact for students who wish to raise issues of harassment, discrimination, and sexual misconduct within the context of academic and student life
 - d. be responsible for the formulation and review of policies directly related to student life

- e. serve as the primary administrative contact for parents and guardians concerning students' academic and social life
- f. organise, in collaboration with Faculties/Schools, Institutes and Centres, orientation programmes for newly admitted students
- g. develop appropriate strategies for anticipating, controlling and managing student conflict
- h. ensure that by-laws and regulations affecting students are observed and necessary actions are taken to maintain order.
- i. be responsible for Alumni Affairs, ensure proper records of database of Alumni, work with the Alumni Association to facilitate a mutually beneficial engagement with the University and promote the University's agenda amongst Alumni

13) Dean of Student and Alumni Affairs shall be a member of the Executive Committee of the Academic Board

Section 26 - Directors of Campuses, Centres, Institutes and Academic Units

- 1) Each Centre, Institute, Special Academic Unit (other than a Department) or Satellite Campus may be administered by a Director, Head or Coordinator. The appointment of such a Director shall not be limited to persons within the University
- 2) An Officer of the University administering a Centre, Institute, Special Academic Unit or Satellite Campus shall
 - a. hold only one administrative post. However, the Vice Chancellor shall have power to appoint him/her to an acting or interim administrative position
 - b. be appointed by the Council acting on the recommendations of the University Appointments and Promotions Committee
 - c. hold office for a period of three (3) years, if he or she is of a professorial or deputy registrar rank, and may be eligible for re-appointment
 - d. not be re-appointed for a third term of office unless at least two years have elapsed from the date he or she last held that office
 - e. hold office for two years and may be eligible for re-appointment if not of Deputy Registrar or Professorial rank
- 3) Council may, acting on the recommendations of the Vice Chancellor, revoke the appointment of the Director/Head/Coordinator of a Campus, Centre, Institute or Academic Unit for good cause.

Section 27 - University Librarian

- 1) There shall be a University Librarian at the rank of Deputy Registrar who shall be the Head of the Library Services of the University and the Chief Archivist
- 2) The University Librarian shall be appointed by the Council on the recommendation of the University Appointments and Promotions Committee
- 3) The University Librarian shall report to the Pro Vice-Chancellor
- 4) The University Librarian shall manage the libraries and related information, communication materials and resources, in accordance with rules and regulations approved by the Academic Board
- 5) The University Librarian shall be a member of the Academic Board.

Section 28 - University Chaplain

- 1) There shall be a University Chaplain who shall be appointed by the Council on the recommendation of the University Appointments and Promotions Committee
- 2) The University Chaplain shall report to the Vice Chancellor
- 3) The University Chaplain shall be a member of the Academic Board
- 4) The Presbytery of the Church shall nominate a suitably qualified person who is appointable as a Senior Member as University Chaplain
- 5) The University Chaplain shall be responsible for
 - a. Chaplaincy affairs
 - b. spiritual liaison
 - c. spiritual and family counselling services for students, staff and their families
 - d. worship and other religious activities for students and staff
 - e. the spiritual, Christian heritage and philosophy across its operations

PART D - APPOINTMENTS AND PROMOTIONS

Section 29 - University Appointments and Promotions

- 1) All appointments in the University shall be contract-based, for between one (1) - six (6) years in the first instance depending on the position except for tenured roles.
- 2) Exception to 1 above are members of the Professoriate, Deputy Registrars and above who shall be tenured
- 3) The Appointments and Promotions Committee shall review applications received in the light of the following
 - a. applicant's experience
 - b. applicant's age
 - c. nature of contract (part-time, full-time, post-retirement etc)
 - d. recommendations of the Faculty Appointments and Promotions Committee and the Administrative Appointments and Promotions Committee
 - e. external Assessors' reports where applicable
 - f. teaching assessment report where applicable
 - g. scholarly publications where applicable
 - h. background/personal appraisal records, where applicable
 - i. community engagement, where applicable
 - j. any other relevant requirement
- 4) Appointments and Promotions shall be made to named Departments, or to a named discipline, profession, broad subject area or specific administrative function
- 5) The proceedings of the Appointments and Promotions Committee shall be kept in the form of minutes on general matters and on individual cases
- 6) The Director, Human Resources shall communicate the decision of the Appointments and Promotions Committee to the applicant within fourteen days of the decision, and in the case of appointments requiring approval of the Council, within fourteen days after such approval
- 7) The decisions of the UAPC shall be reported by the Vice Chancellor to the Academic Board
- 8) The University Appointments and Promotions Committee has authority to appoint distinguished academic or non-academic scholars and distinguished persons as visiting professors or scholars.

- a. The Vice Chancellor may appoint such a visiting scholar in consultation with the relevant Dean for a period not exceeding two (2) years and report to the UAPC accordingly
- 9) Whenever an appointment is to be made for Deans, Directors or to the Professoriate, the Vice Chancellor shall constitute a search panel to consider the suitability of candidates for such appointment.
- 10) The panel shall be chaired by a suitably qualified internal or external person appointed by the Vice Chancellor.
- 11) The terms of reference for the panel shall be communicated in the instrument of appointment.
- 12) The search panel shall submit a full report to the Vice Chancellor who shall report on same for consideration by the UAPC.
- 13) The UAPC shall then carry out its own interviews and/ or assessment prior to making any appointment
- 14) As a general rule, all Senior positions shall be subject to open advertisement internal and/ or external
- 15) Whenever the tenure of a Dean, Director or other administrative head expires, the Vice Chancellor shall setup a review panel which may consist of up to four (4) members.
- 16) The panel shall conduct its own review on the work of the Dean, Director or other administrative head; and also draw on views of the Faculty/School/Directorate.
- 17) The panel report shall be presented to the Vice Chancellor who shall take action towards renewal or otherwise.
- 18) Appointments and promotions within the University shall always be in accordance with the University establishment, ceilings and overall personnel cost
- 19) Deans and Directors requesting appointments shall present to the UAPC the establishment justification for the request
- 20) The Vice Chancellor shall apprise the UAPC of the cost/ or budgetary implications of various appointments and promotions.

Section 30 - Appointment of Academic Staff

- 1) There shall be the following categories of academic staff
 - a. Teaching/Research Assistants/Tutors/Technicians/Instructors
 - b. Assistant Lecturers

- c. Lecturers, Research/Teaching Fellows
 - d. Consulting/Academic Practitioners/ Senior Academic Practitioner
 - e. Senior Lecturers, Senior Research/Teaching Fellows
 - f. Associate Professors and Professors
- 2) The appointment and promotion of academic staff shall be the responsibility of the University Appointments and Promotions Committee following submission and recommendations of the Faculty/School Appointments and Promotions Committee except in the case of the Professoriate which is the responsibility of Council based on UAPC recommendations
- 3) Following the receipt of recommendations from the FAPC the UAPC shall conduct its own independent assessment of the applicant
- 4) Five forms of appointment may be considered
- a. new appointments (to include Visiting Professors)
 - b. confirmation of appointment after probation
 - c. renewal of contract
 - d. promotion
 - e. post retirement contract.

Section 31 - Faculty/School Appointments and Promotions Committee

- 1) There is established by these Statutes Faculty/School Appointments and Promotions Committee
- 2) The Faculty/School Appointments and Promotions Committee (FAPC) shall be constituted as follows
- a. Dean of the Faculty/School who shall be the Chairperson
 - b. all Heads of Department within the Faculty/School
 - c. Professors and Associate Professors within the Faculty/School
 - d. two members appointed by the Faculty/School Board who need not to be members of the Faculty/School Board; one of whom shall be from a cognate discipline
- 3) The Faculty/School Appointments and Promotions Committee shall meet at least twice in a semester and shall send minutes of their meetings to the Pro Vice-Chancellor with copy to the Vice Chancellor

Procedure for Consideration of Applications

- 4) All applications for appointment into a Faculty/School shall be forwarded to the relevant Head of Department who shall constitute and chair a

Departmental Committee to consider the application(s) and submit a report thereon to the Dean

- 5) The Dean shall cause the FAPC to consider all applications at its next meeting and shall forward a report along with extracts of minutes and recommendations, as well as justifications, to Director, Human Resource
- 6) The Director, Human Resource shall forward all applications received for the consideration of UAPC through the Vice Chancellor within four weeks of receipt
- 7) At the beginning of each semester, Faculty Officers shall provide a report to the Director of Human Resource through their Deans on all applications received and considered by FAPC for the previous semester
- 8) The Director, Human Resource shall forward a report, at the end of each semester, on all faculty applications to the Pro Vice-Chancellor for information. The Pro Vice-Chancellor shall provide an annual report to the Vice Chancellor who shall report UAPC on faculty appointments
- 9) Neither the Dean nor Heads of Department shall keep any application without processing it. All applications so received shall be processed within a four-week period for the attention of FAPC
- 10) Where the status of either the Dean or Head of Department is below the rank of the position being considered, the FAPC shall co-opt another person of a higher rank from within or outside the University to support the deliberations, as appropriate
- 11) In all cases, Deans and Heads of Department shall be present at all FAPC deliberations
- 12) No Statutory member of the FAPC shall be excluded from its deliberations by virtue of being of a lesser rank than the position being considered
- 13) The quorum for a meeting shall be fifty percent of the membership, including the Head of the Department to which the applications are being considered.

Section 32 - Appointment of Administrative Senior Members

- 1) There is established by these Statutes Administrative Appointments and Promotions Committee (AAPC)
- 2) The Administrative Appointments and Promotions Committee (AAPC) shall consist of
 - a. The Registrar who shall be Chairperson

- b. Director, Human Resources
 - c. Director, Finance
 - d. Director, Academic Services and Student Affairs
 - e. the Head of applicable Directorate/Department/School and/ or Faculty
 - f. a co-opted senior university administrator from outside the University
- 3) The appointment and promotion of Administrative Senior members shall be the responsibility of the University Appointments and Promotions Committee on behalf of Council following submission and recommendations of the Administrative Appointments and Promotions Committee (AAPC)
- 4) There shall be the following ranks of Administrative Senior Members
- a. Junior Assistant Registrar or its equivalent professional grade
 - b. Assistant Registrar or its equivalent professional grade
 - c. Senior Assistant Registrar or its equivalent professional grade
 - d. Deputy Registrar or its equivalent professional grade
- 5) Five forms of appointment may be considered
- a. new appointments
 - b. confirmation of appointment after probation
 - c. renewal of contract
 - d. short term contract of one year or less
 - e. promotion
- 6) All applications for the appointment and promotion by administrative senior members shall be submitted to the Director, Human Resources.
- 7) The Director, Human Resources shall process all applications within six (6) weeks for the attention of the AAPC
- 8) The quorum for a meeting shall be fifty percent of total membership, including the Chairperson, Director, Human Resources and Head of the Directorate/Unit for which the application is being considered.

Section 33 - Appointment and Promotion of Senior Staff

- 1) The appointment and promotion of Administrative Senior Staff shall be the responsibility of the Vice Chancellor upon the recommendation of the Administrative Appointments and Promotions Committee (AAPC)
- 2) There shall be the following ranks of Administrative Senior Staff

- a. Administrative Assistant or its equivalent professional grade
 - b. Senior Administrative Assistant or its equivalent professional grade
 - c. Principal Administrative Assistant or its equivalent professional grade
 - d. Deputy Chief Administrative Assistant or its equivalent professional grade
 - e. Chief Administrative Assistant
- 3) Four forms of appointment may be considered
- a. new appointments
 - b. confirmation of appointments after probation
 - c. renewal of contract
 - d. promotion
- 4) The quorum for a meeting of AAPC shall be four (4) members, including the Chairperson, Director Human Resources, Head of the Directorate/Unit for which the application is being considered and the external member.
- 5) The decisions of the Administrative Appointments and Promotions Committee shall be tabled at the University's Appointments and Promotions Committee.

Section 34 - Appointment and Promotion of Junior Staff

- 1) There is established by these Statutes the Junior Staff Appointments and Promotions Committee
- 2) The Committee for the Appointment and Promotion of Junior Staff within the University shall consist of
- a. Director of Human Resource who shall be Chairperson
 - b. Director, Finance
 - c. Director, Student Services and Academic Affairs
 - d. the Head of applicable Directorate/Unit
- 3) There shall be the following ranks of Junior Staff
- a. Office Assistant Grade 1
 - b. Office Assistant Grade 2
 - c. Office Assistant Grade 3
 - d. Clerk
 - e. Senior Clerk
 - f. Chief Clerk
- 4) Four forms of appointment may be considered
- a. new appointments

- b. confirmation of appointments following probation
 - c. renewal of contract
 - d. promotion
- 5) The appointment and promotion of Junior Staff shall be the responsibility of the Vice Chancellor following the submission and recommendation of the Junior Staff Appointments and Promotions Committee
- 6) The quorum for a meeting of the JSAPC shall be three members, including the Chairperson and the Head of the Department for which the application is being considered.

PART E - CONVOCATION

Section 35 - Convocation

- 1) There is established by these Statutes a body known as Convocation which shall consist of all Senior Members of the University.
- 2) Convocation shall elect its own Chairperson from among its membership, who shall serve for a term of two years and shall be eligible for re-election for one year only
- 3) A person who has served his/her term as Chairperson of Convocation shall not be eligible for re-election unless two academic years have elapsed
- 4) Where a Convocation representative to the Council is appointed to a Senior Management position (Vice Chancellor, Pro Vice-Chancellor, Registrar), an automatic vacancy is created for convocation representation on the Council
- 5) In the event that there is a vacancy in the Chairperson's position, the Professorial representative to the Council shall serve as Chairperson until an election is duly organized to elect a substantive chair
- 6) The Registrar shall be responsible for the maintenance of a register of members of convocation. The register shall be published annually
- 7) Convocation shall
 - a) express opinion on all matters affecting the University and refer any matter to any University body for consideration
 - b) receive an Annual Report from the Vice Chancellor at least once a year on the state of the University
 - c) elect two representatives onto the Council from among its members. One shall be of Professorial rank and the other non-Professorial rank
- 8) Meetings of Convocation
 - a) The Chairperson of Convocation shall convene a regular meeting of Convocation, at least once each semester
 - b) The regular meeting of Convocation shall take place as scheduled by the University calendar
 - c) Upon request in writing of not less than thirty members of Convocation stating the purpose for which the meeting is to be called, the Chairperson shall summon a special meeting of Convocation.

The notice summoning such a meeting shall specify the business to be considered

- d) No special meeting shall be called within three months of the last meeting, if the purpose of the intended special meeting is the same or substantially the same, as the last meeting
- e) The quorum for each meeting of Convocation for the conduct of business shall be not less than twenty percent of the total membership.

Section 36 - Election of Convocation Members to Council

- 1) Convocation shall elect from among its membership two members to serve on the Council
- 2) Voting shall be by the first-past-the-post system requiring a simple majority
- 3) Election shall take place at Convocation
- 4) Convocation members duly elected shall ordinarily take their seat on Council from January 1, and serve for two (2) years
- 5) Convocation members elected are eligible for re-election for another term only
- 6) It shall be the duty of the Registrar to notify all members of Convocation of the existence of a vacancy on the Council. He or she shall at the same time, call for nominations allowing two weeks for same to be received. He or she shall then notify all members of Convocation of the date for the election which shall not be later than two weeks after the date on which nominations close
- 7) Of the two Convocation members of the Council, one shall be of professorial rank and the other of non-professorial rank. All members of Convocation shall be entitled to vote on each category
- 8) A member of Council who, at the time of his or her election, was not in the professoriate but has subsequently been promoted to such a rank (professoriate) shall relinquish his or her membership

Section 37 - Convocation Election Redress Procedure

- 1) A member of Convocation aggrieved by a declared election result or a related matter, may petition the Vice Chancellor in writing through the Chairperson of Convocation
- 2) The petition shall state the name, office and position of the petitioner and the grounds of the petition, and shall include all relevant particulars and details

- 3) Upon receipt of a petition, the Vice Chancellor shall, not later than seven days, set up a three-member 'Election Grievance Panel' to investigate the matter and report thereon to the Vice Chancellor
- 4) The Election Grievance Panel shall comprise Convocation members and shall be chaired by a member of proven integrity and high repute
- 5) The Election Grievance Panel shall complete its work and submit a report to the Vice Chancellor not later than two weeks after it has been constituted
- 6) The Vice Chancellor shall, within three working days after receiving the report of the Election Grievance Panel, inform the petitioner of his decision in writing.

PART F - ACADEMIC BOARD

Section 38 - Academic Board

- 1) There is established by this Statute the Academic Board of the University
- 2) The Academic Board shall supervise the various institutions of the University which shall include the Faculties, Schools, Departments and any other Units
- 3) The Academic Board reports to Council through the Vice Chancellor.

Section 39 - Composition of the Academic Board

- 1) The Academic Board shall consist of
 - a. the Chairperson who shall be the Vice Chancellor
 - b. Pro Vice-Chancellor
 - c. Registrar who shall be the Secretary
 - d. Deans and Vice-Deans of Faculties/Schools
 - e. Director of Quality Assurance Unit
 - f. Heads of Academic Departments, Institutes and Centres
 - g. Professors and Associate Professors
 - h. two representatives from Convocation
 - i. University Chaplain
 - j. Dean of Students and Alumni Affairs
 - k. Director of Student Services and Academic Affairs
 - l. University Librarian
 - m. Administrative Directors (in attendance).

Section 40 - Functions of the Academic Board

The functions of the Academic Board shall be to

Policy Functions

- i. formulate and oversee the execution of academic policies of the University, as well as regulate and approve the programmes of instruction and examinations in the University
- ii. formulate regulations for the admission of students to the University
- iii. make changes, as appropriate, to examination procedures
- iv. approve/ ratify the Vice Chancellors appointment of Internal and External Examiners, on the recommendations of Faculty/School Boards

- v. suspend or remove examiners, for just cause during their tenure of office
- vi. appoint a substitute where a vacancy arises as a result of the suspension, removal, resignation, illness or death of an examiner
- vii. make regulations, after receiving reports or proposals from Faculty/School Boards relating to programmes of study, degrees and other academic matters
- viii. regulate all matters relating to content and methods of teaching, and student assessment in the University
- ix. approve all examination results
- x. cancel examination results of individuals or groups of individuals; classes or sessions or levels where it is satisfied that a breach has occurred which compromise the integrity of such examination
- xi. cancel a pending examination where it is satisfied that a breach has occurred which compromise the integrity of such pending examinations
- xii. in event of any exams cancellation, affected students **shall** be informed; disciplinary actions may be implemented where necessary, subject to appropriate investigations and committee reports; alternative date(s) may be arranged for cancelled exams to be taken
- xiii. determine and control the terms and conditions of research or other such activities conducted in the University for which payments are made by outside bodies
- xiv. determine general policy matters relating to library facilities, teaching aid (services), workshops and such other academic services as are, in its view, necessary for the furtherance of the aims of the University
- xv. determine the equivalence of any qualification and period of study of the University for such purposes as placement, condition(s) of service etc
- xvi. determine the academic year and the dates of semesters within it
- xvii. make regulations for the discipline of Junior Members of the University as well as for controlling organizations of the student body
- xviii. review the decisions of any of its statutory committees
- xix. take such action and make such decisions as may be necessary to implement the general policy established by the Academic Board,

and carry out such other functions as may from time to time be delegated to it by the Council

- xx. decide on the strength of all establishments in the University and the need or otherwise for the creation of new positions in consultation with relevant Heads of Department

Operational Functions

- xxi. promote research within the University and request annual reports from faculties, departments, Schools, Institutes and Centres on research being carried out
- xxii. consider policies and criteria relating to the appointment of all University employees
- xxiii. make arrangements for the conduct of examinations and determine dates for holding them
- xxiv. receive reports on the conduct of examinations from Faculties/School Boards, Compliance and Quality Assurance Unit
- xxv. recommend the award of degrees, diplomas, certificates and other academic qualifications to persons who have pursued programmes of study or research approved by the Academic Board and have passed the prescribed examinations, or otherwise satisfied the examiners
- xxvi. recommend to Council the institution, combination, abolition, changes of scope and restructuring of any Institute, School, Centre or Department
- xxvii. recommend to Council affiliation with other institutions on such terms and conditions as it may consider appropriate
- xxviii. determine the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and other prizes, subject to any conditions made by donors which are accepted by Council and after reports from Faculty Boards or Schools concerned have been reviewed
- xxix. assess applicants/candidates for fellowships, scholarships, exhibitions, bursaries, medals and other prizes or delegate same to the faculties, departments, Schools or Committees set up for that purpose by the Academic Board
- xxx. withhold or cancel the certificate of a graduate of the University for examination malpractice

- xxxi. consider, either on its own initiative, or on the request of Council, reports and recommendations on any matter affecting the University and within the scope of policy approved by the Council and take such action as it may deem necessary for the development, welfare and good governance of the entire University community
- xxxii. receive from the Pro Vice-Chancellor, annually, reports on the proper functioning of all Committees of the Academic Board throughout the year
- xxxiii. advise Council on University scholarship policy and award such scholarships, as may be approved from time to time.

Section 41 - Meetings of the Academic Board

- 1) The Registrar in consultation with the Vice Chancellor **shall** convene a regular meeting of the Academic Board three times each academic year. One of these meeting **shall** include approval of broadsheet for graduation
- 2) The quorum for each meeting of the Academic Board **shall** be at least 25 members, including the Chairperson
- 3) A special meeting of the Academic Board may be convened on the written request of at least one-fifth of the total membership submitted to the Vice Chancellor with a statement of the matters to be discussed at the special meeting
- 4) Where a request is made, the Vice Chancellor **shall** convene a special meeting within five days of receiving the request, specifying (in the notice of the meeting) the matters to be considered
- 5) An emergency meeting may be convened by the Vice Chancellor when he or she **shall** consider it important upon giving all members of the Academic Board at least three days' written notice.

Section 42 - Statutory Committees of the Academic Board

- 1) The Statutory Committees of the Academic Board **shall** include but not limited to
 - a. Executive Committee
 - b. Academic Planning, Strategy and Resource Committee
 - c. Library Committee
 - d. Research and Conferences Committee
 - e. Board of Graduate Studies
 - f. Public Relations and Publication Committee
 - g. Examinations & Time-table Committee
 - h. Chaplaincy, Faith and Learning Committee
 - i. Counselling & Career Service Committee

- j. Student Affairs and Residence Committee
- k. Training and Professional Development Committee
- l. Institutional Review Board

- 2) Details of composition, quorum and the functions for the Statutory Committees of the Academic Board are provided in the schedules
- 3) The Academic Board may create other statutory committees as it may, from time to time, determine
- 4) Each Statutory Committee of the Academic Board shall submit an annual report of its work to the Academic Board
- 5) Reports of Statutory Committees shall be tabled by the Chairpersons at a special Academic Board meeting to be convened for that purpose only.

PART G: FACULTY/SCHOOLS AND ADMINISTRATIVE DIRECTORATES

Section 43 - Faculties and Schools

- 1) The Academic divisions of the University shall be Colleges, Faculties, Schools, Institutes, Departments, Centres and such other Units of teaching, research, administration and extension as may be determined by the Council on the recommendations of the Academic Board
- 2) The University may suppress, expand, change the scope, rename or re-structure any division or unit within the university on the recommendation of the Academic Board, and as approved by Council
- 3) Membership of any unit or division of the university shall be based on an appointment letter and, or any other directive from an authorised University Officer
- 4) Each Faculty/School Board shall decide whether a subject fall within the scope of its teaching programme
- 5) Each Faculty/School shall determine broad admission criteria and make its admission decision
- 6) Nothing contained in these Statutes shall prevent any person from being a member of more than one Faculty/School at the same time subject to the approval of the Vice Chancellor.
- 7) Each Faculty/School shall be headed by a Dean
- 8) The Vice Chancellor may appoint a Vice Dean to any Faculty/School as may be necessary.

Section 44 - Faculties/School Board

- 1) Each Faculty/School shall have a Board whose membership shall consist of the following
 - a. the Dean of the Faculty/School who shall be the Chairperson
 - b. Professors and Associate Professors within the Faculty/School
 - c. all Heads of Department within the Faculty/School
 - d. one representative from a cognate Faculty/School not below the rank of Senior lecturer
 - e. Secretary of the Board, who shall be the Faculty Officer
- 2) The tenure of cognate members of the Faculty/School Board shall be two years

- 3) The Faculty/School Board **shall** meet two times during each semester; the Chairperson **shall** have power to call additional meetings where necessary
- 4) The quorum for a meeting **shall** be fifty percent of the membership, including the chairperson
- 5) Each Faculty/School Board **shall** be responsible to the Vice Chancellor and the Academic Board through the Pro Vice-Chancellor for ensuring the provision of appropriate instruction and adequate facilities for research in the subjects of the Faculty/School; for preparing the teaching programme of the Faculty/School, and for ensuring that the teaching given is of a high standard. For the discharge of these duties, the Faculty/School **shall** be empowered to
 - a. make representation through the Dean to the Vice Chancellor and the Academic Board concerning the resources needed by the Faculty for the support of its activities in teaching and research
 - b. prescribe the subjects in which instruction is to be given in the teaching programme of the Faculty/School
 - c. authorize lectures and other instructions to be given by persons not holding University offices under such conditions of remuneration as may be approved by the Vice Chancellor
 - d. notify the Vice Chancellor if any employee in the Faculty/School is not performing satisfactorily the duties of his or her office or is not fulfilling the conditions attached to it
- 6) Without prejudice to the generality of the above provisions, the Faculty/School Board **shall** have the following specific functions
 - a. determine all matters relating to the progress of students following schemes of instructions, study and research within the Faculty/School and keep appropriate records on them
 - b. pronounce on the results of each semester's examinations
 - c. recommend to the Academic Board the award of degrees (other than honorary degrees), diplomas, certificates, fellowships, studentships, scholarships, prizes and other academic distinctions within the Faculty/School save that the Faculty Board **shall** not recommend the award of any honorary degrees
 - d. submit proposals to the Academic Board for the academic development of the Faculty/School
 - e. discuss any matters relating to the work of the Faculty/School

- f. deal with any matters considered necessary in the discharge of its functions
 - g. appoint a Faculty/School Admissions Committee to recommend selected students for admission
- 7) Copies of Faculty/School Board minutes shall be sent to the Vice Chancellor and Pro Vice-Chancellor.

Section 45 - Advisory Boards for Academic Units (Faculties/Schools/Institutes)

- 1) Academic Units (and Administrative Units with specific academic/ or student functions) of the University may have Advisory Boards
- 2) Appointment of the members of the Advisory Board is at the instance of the Vice Chancellor, upon the recommendation of Deans/Directors
- 3) The responsibilities of the Advisory Board shall be as follows
 - a. advise on the overall strategy and direction of the Faculties, Schools, Institutes, Departments, Centres and other Units regarding such issues as market-orientation of programmes, institutional/corporate engagement, relevance of programme to national and international needs, external image, identity and positioning of the Faculty/School
 - b. assist in establishing and developing the Faculties, Schools, Institutes, Departments, Centres and such other Units to benefit from networks of practice, locally, nationally and internationally
 - c. advise on fund raising activities and identifying opportunities relevant to the foci areas of the Academic Units
 - d. assist the Dean/Director and team to build and address issues/cases for institutional change and offer advice for public and business advocacy campaign
 - e. provide appropriate and constructive challenge to the assumptions and operating routines of the Academic Unit.

Section 46 - Departments

- 1) There shall be Departments within Schools/Faculties which shall be the principal academic units for the organization of teaching, research and related activities within the University
- 2) A Department shall have a Head who shall be appointed by the Vice Chancellor and shall be of a professorial rank. He or she shall be appointed by the Vice Chancellor in consultation with the Dean of the Faculty/School

- 3) Where there is no person of professorial rank, the Vice Chancellor in consultation with the Dean may make an appointment from the next lower rank
- 4) Where a vacancy occurs in the Headship of a Department the Dean of the Faculty/School concerned shall present the names and curriculum vitae of the three most suitable academic members of the Department with his or her recommendations to the Vice Chancellor. Where necessary, vacancies for Heads of Department may be filled through open advertisement
- 5) The appointment of a Head of a Department who is of a professorial rank shall be for a period of three years at a time and he or she may be eligible for re-appointment for a second term only
- 6) The appointment of a Head of Department who is of a non-professorial rank shall be for two years at a time and he or she may be eligible for re-appointment for a second term only
- 7) The appointment of a Head of Department shall not be renewed after he or she has served the maximum number of terms. He or she may be eligible for re-appointment only after two years have elapsed from the date, he or she last held that office unless there are exceptional circumstances
- 8) It shall be the responsibility of the Heads of Department, under their Deans, to
 - a. organize the teaching programme, maintain acceptable standards of teaching and ensure that adequate facilities are available for research in their respective disciplines
 - b. recommend to the Faculty/School Board, in consultation with the members of the Department, the development of syllabuses, programmes and courses and be responsible for the promotion of research in the Department
 - c. administer the affairs of the departments, recommend the appointment and promotion of staff and maintain discipline in the Departments, subject to these Statutes
 - d. liaise with other departments, faculties/schools, industries, professional institutions, associations and similar bodies on matters affecting the Departments after consultation with the departmental boards
- 9) In the absence of the Head of Department for a period exceeding four weeks the Vice Chancellor shall, in consultation with the Dean of the Faculty/School, appoint another member of the Department to act.

Section 47 - Departmental Meetings

- 1) Each Department **shall** have a Departmental meeting of all Senior Members
- 2) The purpose of the meeting **shall** be to
 - a. plan and evaluate work
 - b. consider the general organization and regulation of courses and research in the Department
 - c. moderate and approve examination papers and results
 - d. consider the Departmental budget
 - e. consider matters referred to it by competent authorities
- 3) Departmental meetings **shall** be convened by the Head of Department at least twice each semester. Emergency meetings may be called where necessary
- 4) The quorum for Departmental meetings **shall** be fifty percent of the total membership, including the Chairperson
- 5) Copies of minutes of the departmental meetings **shall** be sent to the Dean of the Faculty/School and the Pro Vice-Chancellor.

Section 48 - School of Graduate Studies & Research

- 1) There is established by these Statutes the School of Graduate Studies **and Research** which **shall** be a policy and administrative unit of the University for managing graduate programmes
- 2) The School of Graduate Studies **and Research** **shall** be headed by a Dean appointed by Council on the recommendation of the University Appointments and Promotions Committee
- 3) The Dean **shall** be of professorial rank
- 4) The Dean of the School of Graduate Studies **and Research** **shall** hold office for three years and **shall** be eligible for re-appointment for a second term only. He or she **shall** not be re-appointed for a third term, unless, a minimum of two years have elapsed from the date he or she last held that office
- 5) In the absence of the Dean, the Vice Chancellor may appoint a senior faculty member to act
- 6) The School **shall** perform the following functions

- a. appraise candidates, supervisors, course work, thesis topics, titles and synopses for the award of higher qualifications, based upon recommendations from Faculty/School Boards
- b. recommend to the Academic Board the appointment of internal and external examiners in respect of written papers, dissertations or theses
- c. keep record of all graduate students
- d. publish Graduate Students' Handbook from time to time
- e. give provisional approval to graduate examination results upon recommendations from Faculties/School Boards
- f. establish and maintain links with graduate schools in other Universities or institutions and promote exchanges of graduate students and staff engaged in graduate work between this University and other institutions
- g. liaise with Deans of Faculties/Schools and Heads of Department on all matters relating to graduate studies
- h. set up and maintain a resource centre that displays theses/dissertations and abstracts
- i. organize, for the professional development of faculty and graduate students, short courses, seminars and workshops on research supervision, research proposal writing, report writing, research methods and techniques involved in searches on electronic database (E-resource)
- j. set standards and ensure effective dissemination of high-quality research information.
- k. the development and implementation of the University's research policy and guidelines
- l. the promotion, facilitation and co-ordination of research activities in the University as a whole
- m. establishing operational systems for ethical clearance, as well as their monitoring and evaluation
- n. representing the interest of the University in contractual applications and reporting
- o. setting standards and ensuring effective dissemination of high-quality research output

- p. ensuring effective distribution and efficient use of research funds, in line with priority areas identified in the University's strategic plan and national needs
- q. the development of a fundraising strategy and to raise funds for research
- r. providing liaison between the University and funding agencies and broker strategic partnerships between such agencies and the University
- s. facilitate and/ or coordinate the registration, protection, patenting and commercialization of intellectual property.

Section 49 - ICGC Seminary within Central University

1. There is established by these Statutes, an Institute in the University which shall be the Seminary of the International Central Gospel Church (ICGC).
2. The Institute so designated shall be semi-autonomous
 - a. Semi-autonomy in this regard shall imply the following:
 - i. Financial autonomy to generate, administer and expend incomes subject to formal arrangements with the Vice Chancellor through the Finance function
 - ii. Partial administrative autonomy
 - iii. Academic autonomy limited to programmes which do not require regulatory control
 - iv. Financial autonomy subject to arrangements made with the finance function of the University
3. The Institute shall promote the academic and professional study of Theology, Religions, the Christian Faith, Missionary work, Ecumenism and Church Leadership.
4. The Institute shall through its curricula, foster the spiritual, intellectual, scholarly and practical training of ministers and lay workers of the ICGC as well as the larger Christian community
5. In furtherance of its mandate, it shall at all times ensure a cooperative alliance with the ICGC and its Presbytery as well as any relevant Units of the Church which are set up to promote tertiary level training and education of church workers
6. The Director of the Institute shall as much as possible be both an academic and an ordained minister of the ICGC

- a. Appointment of the Director shall follow the prescribed University procedures

Section 50 - International Programmes Office

- 1) There is provided by these statutes an International Programs Office with responsibility for the management of international programmes, international students, collaborative linkages with international bodies and institutions and international projects
- 2) The international programmes office shall report to the Pro Vice-Chancellor and be supervised by an Advisory Committee chaired by the Pro Vice-Chancellor with members appointed by the Vice Chancellor.

Section 51 - Matriculation

- 1) Persons admitted to the University shall go through a matriculation ceremony at which they shall take the matriculation oath
- 2) Matriculation confers junior membership of the University on persons so matriculated
- 3) No one shall be matriculated as a junior member of the University unless he or she has been admitted to the University as a student.

Section 52 - Semester and Trimester

- 1) The University shall operate semesters and trimesters as may be necessary and shall determine the days on which each semester/trimester shall begin and end.

Section 53 - Degrees, Titles of Degrees and Distinctions

- 1) The Academic Board may recommend the award of relevant degrees to matriculated persons who have fulfilled the requirements for such an award
- 2) A person awarded a degree, distinction or prize by the University may be deprived of that honour by the Council on the recommendation of the Academic Board, if found to have misrepresented himself or herself, or obtained the degree, distinction or prize by false pretences
- 3) On the recommendation of the Academic Board, Council may restore to a person who had previously been deprived of any degree, distinction or prize, that award.

Section 54 - Sermons

- 1) Sermons **shall** be preached in the University during each semester on such days and at such venues and times as may be determined by the Academic Board.

Section 55 - Commemoration

- 1) A Commemoration of Benefactors **shall** be held at the University at such time and in such manner as the Council may prescribe for the purpose of acknowledging their contribution to the University.

Section 56 - Halls of Residence and other Residential Facilities

- 1) There is established by these Statutes Halls of Residence and other residential facilities for students, bearing such names as the Council may determine
- 2) Each Hall of Residence or other residential facility **shall** consist of such number of students, members of Convocation and other employees of the University as the Residence Committee may determine
- 3) Each Hall of Residence or other residential facility **shall**, where conditions permit, be managed, subject to these Statutes, by a Hall Council consisting of a Hall Master, Hall Tutors and student members, including the Junior Common Room President, Secretary and Treasurer
- 4) The Hall Council responsible for the management of each Hall or residential facility **shall** be responsible for recommending disciplinary action against any junior member with respect to breach of Hall regulations or abuse of residential facility, except that where the breach of discipline will result in a dismissal or, is in the opinion of the Hall Council, a major breach, the matter **shall** be dealt with, in accordance with these Statutes.
- 5) **Non-resident students will be affiliated to halls of residence at the instance of the Dean of Students and Alumni Affairs**

Section 57 - Student Governance

- 1) There is established by these Statutes student governance arrangements that **shall** comprise the Dean of Students, Students' Representative Council (SRC) and Junior Common Room (JCR), with their respective approved constitutions which constitutions **shall** not be inconsistent with Statutes of the University
- 2) All student activities **shall** be regulated by the Academic Board through the office of the Dean of Students

- 3) Students **shall** be free to form Associations; however, no association or student body **shall** be formed without prior written approval by the Vice Chancellor
- 4) Application to form an association **shall** be made to the Vice Chancellor through the Dean of Students detailing the promoters, proposed name, functions and purpose, draft constitution and any other details relevant to the association
- 5) Students **shall** be free to demonstrate or go on demonstration; however, this **shall** be subject to the regulations of the Academic Board. No demonstration or procession, whether on or off campus **shall** take place without the prior written approval of the Vice Chancellor
- 6) Application to demonstrate **shall** be made to the Vice Chancellor through the Dean of Students detailing the purpose, the issue, organisers, the participants, the route and any other relevant details about the demonstration
- 7) Any demonstration, protest or procession **shall** comply with all relevant Central University and national laws and **shall** be conducted in a manner consistent with Central University values.
- 8) The SRC **shall** not commit the University in the form of a court action, loans etc
- 9) Grievances of the SRC relating to its members, other students' associations within or outside the University **shall** be processed through the University's internal mechanisms

Section 58 - Establishment of Administrative Directorates

- 1) Council **shall**, from time to time, and subject to these Statutes, establish such Administrative Directorates as may be necessary for the furtherance of the work of the University
- 2) The establishment of new directorates **shall** be justified in proposals to be considered by the Council, detailing the functions of the directorates and their titles in accordance with **Schedule V** which provides for the mechanisms by which units and directorates are created
- 3) The Vice Chancellor **shall**, on approval of such directorates, take steps to ensure their implementation
- 4) The functions of such directorates **shall** be specified in the appropriate University document.
- 5) For the avoidance of doubt the Vice Chancellor **shall** have discretion to initiate the establishment of an Administrative Directorate and other

such Units where the exigencies so demand and seek ratification from Council.

Section 59 - Administrative Directors

- 1) Each Directorate shall be headed by a Director, who shall be at the rank of Deputy Registrar; appointment of such a Director shall not be limited to persons within the University
- 2) Administrative Directors shall be appointed by the Council acting on the recommendations of the University Appointments and Promotions Committee
- 3) Administrative Directors shall hold only one administrative post. However, the Vice Chancellor shall have power to appoint a Director to an acting or interim administrative position
- 4) An Administrative Director shall hold office for a period of four (4) years renewable once. Where the exigencies so demand Council may offer such a director an additional two years. He or she shall not be re-appointed for a third term of office unless at least four years have elapsed from the date he or she last held that office
- 5) Council may, acting on the recommendations of the Vice Chancellor, revoke the appointment of an Administrative Director for good cause.

Section 60 - Compliance and Quality Assurance

- 1) There is established by these Statutes a Compliance and Quality Assurance Office of the University which shall have responsibility to ensure compliance with national regulations, quality arrangements governing higher education in Ghana and global quality standards
- 2) The Compliance and Quality Assurance Office reports directly to the Vice Chancellor and shall be headed by a Director
- 3) Functions of the Compliance and Quality Assurance Office shall be to
 - a. implement the University's policies on quality assurance
 - b. adopt the approach of integrating, as far as possible, measures and methods into routine procedures to reinforce both the philosophy and the practice of quality assurance as integral parts of the University's operations
 - c. facilitate curriculum review/processes taking into account the national manpower development needs
 - d. monitor academic programmes in terms of their objectives, assessment practices and availability of resources

- e. advise the Academic Board on the determination and maintenance of acceptable levels of academic standards with respect to teaching, learning and research
- f. conduct, in collaboration with the Academic Departments, student evaluation of courses and teaching staff every semester
- g. set up audit teams, periodically, to evaluate teaching, learning and research activities of Departments and Schools/Faculties
- h. monitor the processing and timely release of examination results and storage of relevant statistics and data for determining trends
- i. organize seminars and workshops on quality assurance issues
- j. ensure institutional commitment to the enhancement of the quality of the student experience
- k. be responsible for the Internal Evaluation Report regarding the University's operations which shall be conducted every five years. The Internal Evaluation process shall include but shall not be limited to departmental reviews, self-assessment exercises and quality audits
- l. undertake the coordination, support and implementation of the evaluation procedures for the academic units and the Institution's services taking into consideration the quality of the teaching and research activities, the quality of the curriculum and the quality of all the other services (administrative affairs, student care, infrastructure etc.)
- m. attend to the activation and support of the procedures for external evaluation and certification of the programmes of studies of academic units
- n. receive External Evaluation Reports and forward them to the Vice Chancellor
- o. organise annual exit surveys of graduating classes and periodically undertake tracer and employer surveys
- p. liaise with the relevant regulatory bodies and other stakeholders to strengthen academic quality assurance practices
- q. demonstrate that standards of awards are appropriate and that resources meet the requirements of the academic infrastructure and other external benchmarks
- r. advise management on all issues pertaining to accreditation of new programmes, re-accreditation of existing ones and the institution as a whole
- s. ensures compliance with relevant University policies and institutional practices

- t. perform any other functions relating to quality assurance as may be referred to it by the Vice Chancellor
- 4) The Compliance and Quality Assurance Office shall maintain and work from its standard operating manual.

PART G: LEAVE

Section 61 - Types of Leave

1. Employees shall be entitled to the following types of leave
 - a. annual leave
 - b. maternity leave
2. Senior Members may be entitled to the following leave
 - a. sabbatical leave for Academic Senior members only
 - b. study leave with or without pay for the pursuit of PhD or other terminal degrees
 - c. leave of absence without pay
3. Request for any leave noted in the provision 2 above shall be made to the Vice Chancellor through the Head of Department, Director/Dean, Registrar or Pro Vice-Chancellor as the case may be and shall be submitted in December of the year to take effect in September of the following year
4. No leave shall be granted by the Vice Chancellor which has not been submitted as specified in 3 above

PART H: CODE OF ETHICS

- 1) There is established by these Statutes a Code of Ethics for the University. In consonance with the University's cherished commitment to high ethical conduct, all trustees, officers, faculty, staff and students are obliged to comply with this code of ethics and discharge their duties or affairs with integrity and in a manner, that is fair, honest and respectful of the rights and dignity of all persons.
- 2) Details shall be provided in the Code of Ethics document.

PART I: DISCIPLINARY RULES AND PROCEDURES

These rules shall be referred to as the Disciplinary Rules and, except as otherwise provided, shall apply as appropriate to students and employees of the University.

Section 62 - Academic Offences

- 1) It shall be an offence for a student to
 - a. forge or in any other way alter or falsify any document relating to the University, or to circulate or make use of any such altered or falsified document, whether the document or record be in print or electronic form
 - b. use or possess an unauthorised aid or aids or otherwise obtain any unauthorised assistance in any academic examination, test or other assessment procedure relating to any form of academic work
 - c. impersonate another person, or have another person impersonate, at any academic examination, test or other assessment procedure relating to any form of academic work
 - d. represent, without acknowledgement of its authorship by another, an expression of an idea or work of another in any academic examination, test or other assessment procedure relating to any form of academic work
 - e. submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere
 - f. submit any academic work containing a purported statement of fact or reference to a source which has been concocted
 - g. engage in the sale of unpublished academic lecture material, such as lecture notes, handouts or slides without lawful authorization

- h. gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of depositing, altering or substituting examination material for the benefit of that student or any other person
 - i. steal a colleague's assignment or answer script, project paper or other intellectual work
- 2) It shall be an offence for an employee to
- a. abet any of the offences described in subsection 1 above
 - b. evaluate an application for admission or transfer to a course or programme of study by reference to any criterion that is not approved by the University
 - c. evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed
 - d. award or enhance grades for a student or for a course not taken by a student or to procure same to be done
- 3) It shall be an offence for an employee or student to
- a. forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form
 - b. engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not otherwise described in these Statutes
- 4) A graduate of the University may be charged at any time with any of the above offences committed while he or she was a student if, in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.
- 5) It shall be an offence for a faculty member, Head of Department or Dean to;
- a. fail to publish grades on time
 - b. vary teaching timetable, mode of delivery or location delivery without authority
 - c. fail to ensure accreditation or reaccreditation of programmes per regulatory timelines
 - d. fail to discharge duties as specified in the instrument of appointment, Statutes or Conditions of Service

- e. fail to adhere to schedules, protocols and/ or template as directed by relevant officers of the University
- f. failure to timeously discharge documents relating to promotion, contract renewals and appointments.

Section 63 - Non-Academic Offences

- 1) Without prejudice to the national laws, no member of the University shall
 - a. assault, another person or threaten any other person with assault whether physical, verbal, sexual or otherwise or commit a battery against another person
 - b. cause bodily harm to another person or threaten any person with bodily harm, or cause any person to fear bodily harm
 - c. create a condition that endangers the health or safety of other persons
 - d. threaten any person with damage to that person's property, or cause any person to fear damage to his or her property
 - e. engage in a course of vexatious conduct directed at one or more specific individuals
 - f. cause by action, threat or otherwise, a situation, including a disturbance, that the member knows obstructs or has the potential to obstruct any activity organised by the University or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others
 - g. steal, take, destroy or damage premises of the University or any property of another person
 - h. destroy or damage information or intellectual property belonging to the University or to any of its members
 - i. deface, in any manner whatsoever, the inside or outside of any building of the University
 - j. possess items or property of the University appropriated without authorisation
 - k. create a condition that endangers or threatens destruction of the property of the University or of any of its members
 - l. use any facility, equipment or service of the University contrary to the express instruction of a person or persons authorised to give such instruction

- m. mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval device or system
 - n. maliciously bring a false charge against any member of the University
 - o. counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in these Statutes or in any national law
 - p. deface the trees on campus with advertising or other material or notices howsoever described
 - q. sexually assault or rape a person
 - r. produce, screen or distribute pornographic material on the premises of the University or through the use of any of its facilities, whether electronic, photogram or otherwise
 - s. indecently expose himself or herself in public
 - t. use any role/office they hold (whether formal or informal) to misappropriate funds or gain unfair advantage which they would otherwise not have but for such office
- 2) Without prejudice to the generality of the Code of Ethics Policy of the University and **Part I** of these statutes, it is an offence for a member of the University to sexually harass another member of the University by engaging in unwelcome or unwanted behaviour of a sexual nature as specified in **Schedule VII**
- 3) Without prejudice to the generality of **Part I** of these Statutes, it is an offence for a senior member, senior staff or junior staff of the University to
- a. be absent from duty without permission or reasonable excuse
 - b. be insubordinate
 - c. engage in any activity which is likely to bring the name and image of the University into disrepute or cause disorder in the University
 - d. be engaged in any full-time employment outside the University
 - e. engage in any part-time employment outside the University without the written approval of the Vice Chancellor
 - f. reveal confidential information to anyone not entitled to such information

- g. travel outside the country without the written permission of the Vice Chancellor. In the case of the Vice Chancellor, he or she shall inform/notify the Chairperson of Council

h. malign, insult and engage in verbal discrediting of the University

- 4) It shall be an offence for a junior member of the University to
 - a. be absent from lectures and other prescribed assignments and events without permission or reasonable excuse
 - b. be insubordinate
 - c. address senior members of the University or other officials of the University in an insulting or disrespectful manner
 - d. indulge in any anti-social activities while outside the campus which tend to bring the name or image of the University into disrepute
 - e. engage in examination malpractice
- 5) Without prejudice to the generality of these Statutes, any act done without reasonable excuse by a person to whom these Rules apply, which amounts to a failure to perform in a proper manner a duty imposed on him or her, or which contravenes any regulation, instruction or directive relating to senior members or staff of the University or which is otherwise prejudicial to the efficient functioning of the University and brings it into disrepute, shall constitute an offence.

Section 64 - Disciplinary Procedure

- 1. There shall be Disciplinary Committees for each of the categories of members of the University as recognised by these Statutes, namely, senior members, junior members, and senior staff and junior staff
- 2. A Disciplinary Committee shall investigate an allegation of misconduct referred to it by the Vice Chancellor and shall make appropriate recommendations, including sanctions, where warranted
 - a. the Vice Chancellor may constitute an Investigative Committee prior to the setting up of a Disciplinary Committee
- 3. The Vice Chancellor may interdict a Senior Member, Senior Staff, Junior Member or Junior Staff facing or under investigation by a Disciplinary Committee from his or her duties and all other functions in the university pending the conclusion of the investigation and determination of his or her case
- 4. Where a disciplinary action concerns a person who is a member of the relevant committee, the Vice Chancellor shall replace that person with a suitably qualified alternate

5. No charge **shall** be laid except with the approval of the Vice Chancellor
6. A charge **shall** be in writing, addressed to the accused, and signed by or under the authority of the Vice Chancellor, copied to the Chairperson of the appropriate disciplinary committee. It **shall** contain a statement of the offence or breach with sufficient detail
7. Where the Chairperson of a Disciplinary Committee receives the necessary documents, and finds same to be in proper form, the Chairperson **shall** commence proceedings and give appropriate notice of a date, time and place for the hearing to the accused. The Chairperson **shall** ensure that the proceedings are conducted with due dispatch
8. The accused **shall** be given notice in writing of the grounds on which disciplinary action is being brought against him or her and **shall** be given a reasonable opportunity to defend himself/herself (with or without counsel) before the Disciplinary Committee constituted by the Vice Chancellor
9. The Vice Chancellor **may** implement the recommendations of the Disciplinary Committee in accordance with all relevant university policies and these Statutes
10. In cases where a Junior Member is implicated in a disciplinary matter, the Vice Chancellor **shall** table the report of the Disciplinary Committee at a meeting of the Academic Board for discussion
11. In cases where a Senior Member is implicated in a disciplinary matter, the Vice Chancellor **shall** seek approval from Council before implementing any recommendations of the Disciplinary Committee
12. Any person found guilty by a Disciplinary Committee may appeal to the Council through the Vice Chancellor within fourteen days after notice of the decision of the Disciplinary Committee.

Section 65 - Disciplinary Committees

There **shall** be disciplinary committees for various categories of members of the University

1. There **shall** be a Disciplinary Committee for Senior Members to be constituted by the Vice Chancellor
2. A disciplinary committee established to deal with matters of discipline affecting senior members **shall** comprise
 - a. a Chairperson appointed by the Vice Chancellor
 - b. three other senior members one of whom **shall** be a lecturer from the Faculty of Law

- c. the Dean or Head of administrative unit of the person against whom an allegation is made
 - d. Director of Human Resources who shall be member/secretary
 - e. the Vice Chancellor may co-opt an additional member as the exigencies so require
3. The quorum shall be fifty percent of membership including the Chair person and provision of 2 (c) above
 4. There shall be a Disciplinary Committee for Senior and/ or Junior Staff to be constituted by the Vice Chancellor
 5. A disciplinary committee established to deal with matters of discipline affecting senior or junior staff shall comprise
 - a. a Chairperson appointed by the Vice Chancellor
 - b. three senior members, one of whom shall be a lecturer from the Faculty of Law
 - c. the Dean or Head of administrative department of the person against whom an allegation is made
 - d. one member of the relevant staff category
 - e. Director, human resources or his/her designate who shall be member/secretary
 6. The quorum shall be fifty percent of membership including the Chairperson and provision of 5 (c) above.
 7. There shall be a Disciplinary Committee for Junior Members to be constituted by the Vice Chancellor
 8. A disciplinary committee established to deal with matters of discipline affecting junior members shall comprise
 - a. a Chairperson appointed by the Vice Chancellor
 - b. two senior members, one of whom shall be a lecturer from the Faculty of Law
 - c. one nominee from the Students' Representative Council
 - d. Director, Academic and Students Services
 - e. Dean of Students and Alumni Affairs who shall be member/secretary
 9. The quorum shall be fifty percent of the membership including Chairperson

10. A disciplinary proceeding in respect of a junior member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice relating to admission into the University or examinations

Section 66 - Sanctions for Junior Members

- 1) Any of the following sanctions may be recommended to be imposed on a junior member by the Disciplinary Committee

- a. a written reprimand
- b. an order for the resubmission of the piece of academic work in respect of which the offence was committed, for evaluation. Such a sanction shall be imposed only for minor offences and where the student has committed no previous offence
- c. assignment of a grade of Zero or Fail for the piece of academic work in respect of which the offence was committed
- d. a reduction of the final grade in the course in respect of which the offence was committed
- e. denial of privileges to use any facility of the University, including library and computer facilities
- f. suspension from a course or courses, a programme, an academic unit or division, or the University for such a period of time up to five years as may be determined by the Disciplinary committee
- g. expulsion from the University. Expulsion shall mean that the student shall be permanently denied admission to the University
- h. disqualification from contesting elections or removal from any office in the University
- i. any other sanctions duly prescribed

- 2) For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing credits or any other qualification howsoever described, the University shall have the power to cancel or withhold or withdraw any award at any time it becomes known that

- a. a candidate had gained admission into the University with false qualifications
- b. a candidate had impersonated someone else
- c. a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded

- d. a candidate had engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award
- 3) The decision to cancel, withhold or withdraw an award **shall** be made by the Council on the recommendation of the Academic Board
- 4) The Vice Chancellor **shall** have power to order that any sanction imposed by the Council be recorded on the student's academic record and transcript. The decision of the Vice Chancellor may be reported or published by the University and where appropriate, in the national media.

Section 67 - Sanctions for Employees

- 1) Without prejudice to these Statutes, the University **shall** have the power to treat misconduct on the part of any employee as a matter of contract and may deal with such misconduct in accordance with the provisions of their contracts of employment and/or generally under the Labour Act, 2003 (Act 651)
- 2) The University may sanction any of its employees by imposition of monetary fines, suspension, withholding of salary, demotion in rank or grade, termination of employment contract or dismissal.
- 3) The University **shall** refer to the Standards and Sanctions Policy in the determination of sanction for employees.

Section 68 - The Working and Learning Environment

- 1) Central University is committed to a working and learning environment that is free from discrimination, intimidation, harassment or abuse. The University **shall** take appropriate preventive measures to address these matters and **shall** seek at all times to preserve the dignity and rights of individuals and the integrity of the University
- 2) In furtherance of subsection 1 above, all employees, students, visitors, contractors and persons acting on behalf of the University **shall** respect the rights of others and refrain from engaging in any of the following conduct
 - a. sexual harassment
 - b. use of narcotic drugs
 - c. substance abuse
 - d. possession and use of firearms and weapons
 - e. and any other such illegal or inappropriate conduct
- 3) Policy provisions concerning the above infractions are set out as schedules to these Statutes

- 4) Individuals shall be held personally responsible for their conduct in relation to any conduct listed above
- 5) The University has the right to refer criminal conduct/behaviour of employees and students to the necessary criminal authorities under national laws
- 6) The University shall follow its prescribed procedure outlined in these Statutes in dealing with complaints and appeals against decisions in connection with complaints

PART J: VARIATION AND REVOCATION OF THE STATUTES

Section 69 - Variation and Revocation

- 1) Council **shall** have the power, whether on the recommendation of the **Vice Chancellor**, Academic Board, Convocation or at its own discretion, to amend these Statutes
- 2) A proposal for amendment **shall** be considered at a special meeting of the Council
- 3) The Chairperson of Council on receipt of such a proposal **shall** convene a special meeting within eight weeks
- 4) Each member of the Council **shall** be given two weeks' notice of the special meeting together with the proposed amendments
- 5) A quorum for the transaction of business by the special meeting **shall** be two-thirds of the total membership of the Council
- 6) No amendment **shall** be valid unless adopted by two-thirds of the membership of the Council present and voting.

Effective Date of these Statutes **(Reviewed)**

- 7) These Statutes come into force on

Revocation

- 8) The Statutes in force immediately before the **amendment of** these Statutes are hereby revoked.

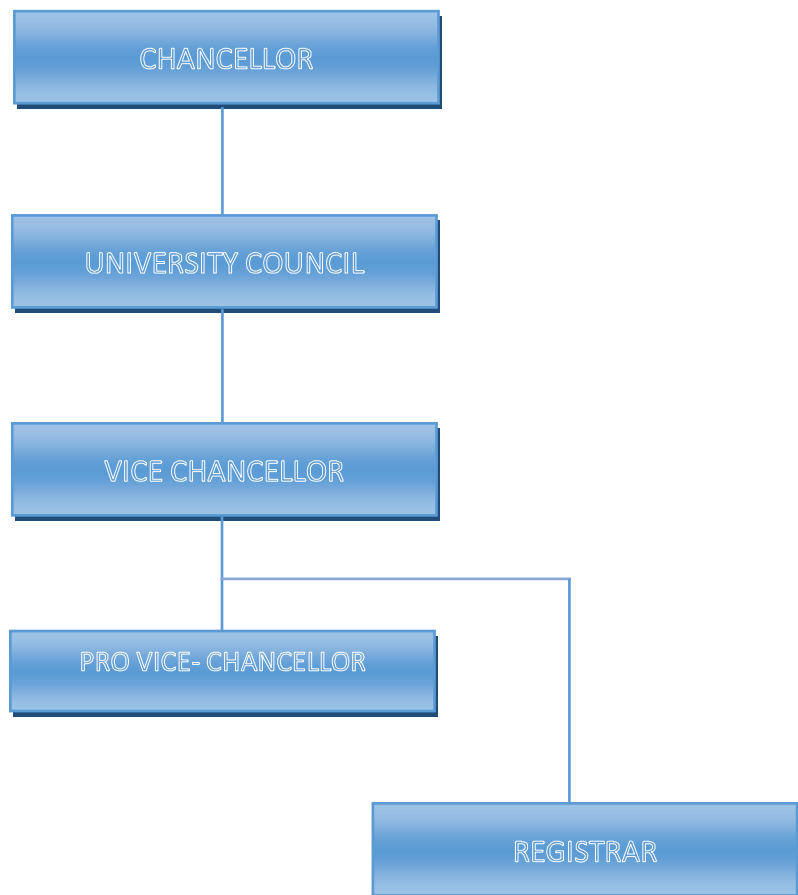
Section 70 - Transitional Provisions

- 1) These Statutes come into force on the appointed day.
- 2) Unless otherwise provided for by these Statutes, the Academic Board, Convocation, Colleges, Faculties, Institutes, Schools, Departments and Centres, **Specified Administrative Units** and the respective Committees existing prior to the commencement of these Statutes **shall** continue in existence as if constituted under these Statutes
- 3) For the purpose of the initial steps to be taken in order to give effect to these Statutes, the following **shall** apply
 - a. where a superior body to be constituted under these Statutes cannot be constituted, the subordinate body which is required to elect, nominate, recommend or otherwise contribute to the constitution of the superior body **shall** be the corresponding body operating under the Statutes or the regulations existing immediately prior to the appointed day

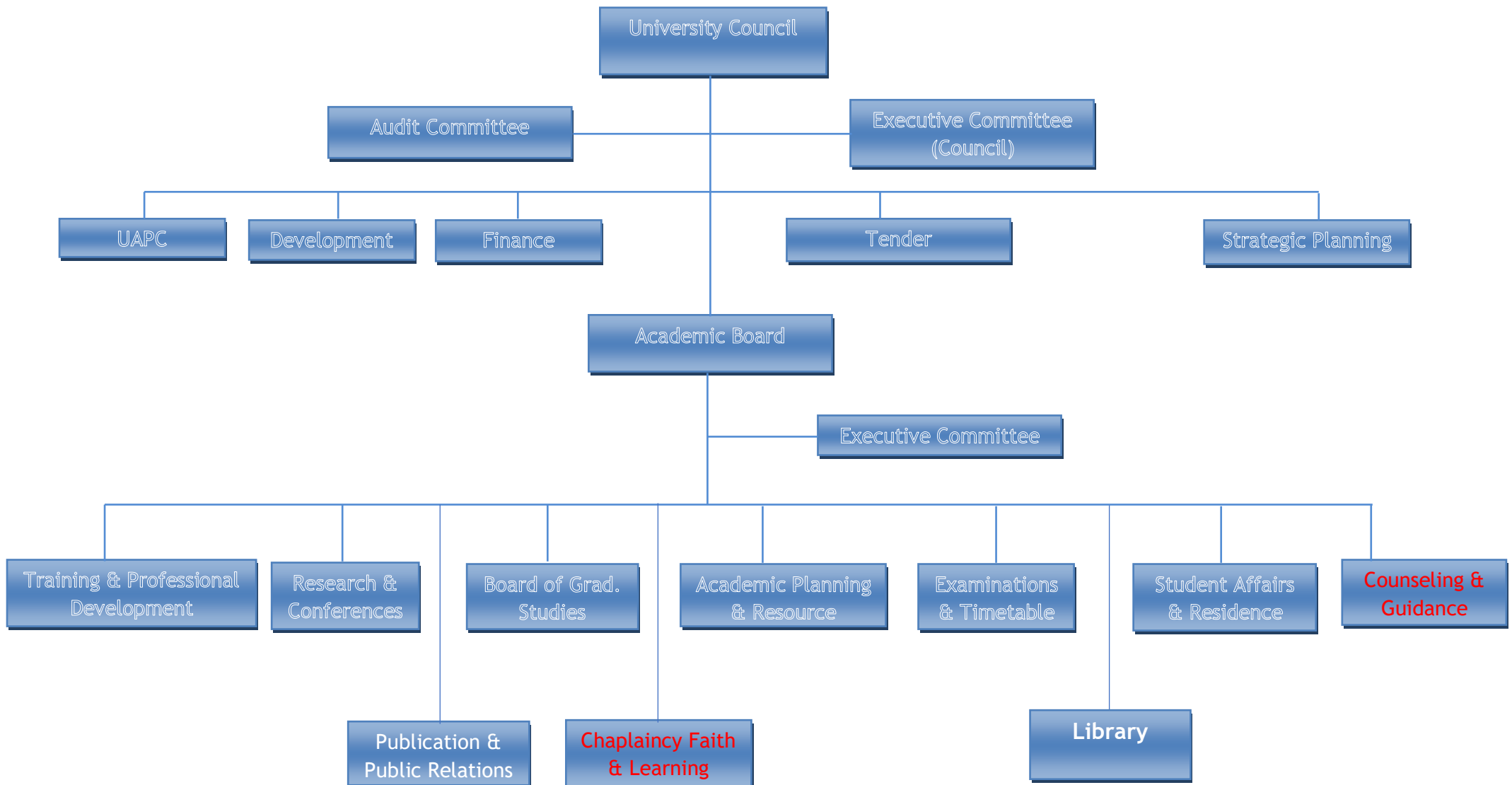
- b. where the subordinate body which is required to elect, nominate, recommend or otherwise contribute to the constitution of the superior body does not exist, then a temporary body **shall** be constituted by the Academic Board for this purpose in the manner as near as possible to the procedure laid down in these Statutes
 - c. where any other difficulty arises in the initial constitution of a body under these Statutes, or otherwise, in the initial procedure, the Vice Chancellor **shall** take the measures that are reasonably necessary in order to overcome the difficulty
- 4) The powers of each body existing in the University prior to the appointed day, which are transferred under these Statutes to any other body, **shall** continue in force until the other body has been duly constituted
 - 5) The Regulations, Policies, Instructions, Guidelines and Standing Orders of the University existing prior to the appointed day and not inconsistent with these Statutes **shall** remain in force until they are amended or repealed
 - 6) All Regulations, Policies, Instructions, Guidelines and Standing Orders of the University arising from the Statutes **shall** be revised where necessary within four months following the promulgation of these Statutes. Within this period the Vice Chancellor is empowered to issue in consultation with Council, such administrative orders as may be necessary and appropriate
 - 7) If within four months after the appointed day, a standing or any other committee, board of an institute or school fails to make regulations regarding a matter for which the Academic Board considers necessary that Regulations are made or if within that period any of those bodies have made Regulations which the Academic Board has refused to ratify, then the Academic Board **shall** make the Regulations that it considers necessary regarding that matter
 - 8) A person, who prior to the appointed day, held an appointment in the University **shall** continue to hold that appointment, unless under these Statutes or by virtue of the terms of appointment, that function no longer exists
 - 9) The provision of these Statutes does not prejudice the contractual rights and obligations or any other privilege of a person who prior to the appointed day was a member of the administrative or teaching staff of the University

SCHEDULE I: ORGANOGRAM OF THE UNIVERSITY

High Level Governance and Management Organisational Structure



SCHEDULE I (A): CENTRAL UNIVERSITY COMMITTEE STRUCTURE



SCHEDULE II: COMMITTEES OF COUNCIL

Name of Committee	Membership & Quorum	Functions
Executive Committee of Council	<ol style="list-style-type: none"> 1) The Executive Committee shall consist of the following members <ol style="list-style-type: none"> a. Chairperson of Council b. Vice Chancellor c. one person elected by the Council from amongst its membership d. Pro Vice-Chancellor who shall be in attendance 2) The quorum for each meeting shall be fifty percent of the membership including the Chairperson and the Vice Chancellor. 	<ol style="list-style-type: none"> 1) The Executive Committee shall act on behalf of Council in-between meetings (subject to the general policy, control and guidance of the Council) 2) All decisions of the Executive Committee are subject to ratification by the Council.
Finance Committee of Council	<ol style="list-style-type: none"> 1) Finance Committee shall consist of <ol style="list-style-type: none"> a. a Chairperson who shall be appointed by the Council from its membership b. Vice Chancellor c. Pro Vice-Chancellor d. Finance Director (in attendance) e. one member appointed by the Council from that body and not in the employment of the University f. one Dean (with appropriate expertise) selected from amongst themselves to represent Academic Deans g. one member of convocation nominated by that body 	<ol style="list-style-type: none"> 1) There is established by these Statutes the Finance Committee of Council 2) The Finance Committee shall, subject to the general policy, control and guidance of the Council and on behalf of the Council, perform the functions of the Council with regard to all financial matters 3) Without prejudice to the powers of the Council, the Finance Committee shall have power to <ol style="list-style-type: none"> a. invest and otherwise manage the University funds; incur, or authorize persons or bodies to incur expenditure from University funds which include any income accruing to any section or body within the University b. control and regulate expenditure by means of annual or other budgeting mechanisms by making allocations, subject to any conditions it may determine and by such means as it may

	<p>2) The quorum for each meeting shall be fifty percent of the membership including the Chairperson and the Vice Chancellor or his/her designate.</p>	<p>deem fit</p> <ul style="list-style-type: none"> c. prepare the annual accounts of the University for approval by the Council d. control and regulate expenditure in the light of the University's approved annual budget and in accordance with the University's Financial Regulations e. perform all functions assigned to it in the University's Financial and Stores Regulations, subject to any conditions that the Council may determine f. carry out any other functions that the Council may delegate to it <p>4) The Finance Committee shall make appropriate recommendations to Council regarding matters under its purview before implementation.</p>
Audit Committee of Council	<p>1) The Audit Committee shall consist of</p> <ul style="list-style-type: none"> a. a Chairperson who shall be appointed by the Council from amongst that body b. Pro Vice-Chancellor c. the Registrar (member/secretary) d. one member appointed by the Council from that body not in the employment of the University with expertise in any of the following; finance and accounting, information technology, human resources and risk management e. one Dean selected from amongst themselves to represent Academic Deans f. Director of Audit (in attend- 	<p>3) The Audit Committee shall, subject to the general policy, control and guidance of the Council and on behalf of the Council, perform the functions of the Council with regard to auditing, information technology, human resources, risk management and other such functions as required by Council.</p>

	<p>ance)</p> <p>g. Director of Human Resources (in attendance)</p> <p>h. Director of Quality Assurance (in attendance)</p> <p>2) The quorum for each meeting shall be fifty percent of the membership, including the Chairperson.</p>	
Development Committee	<p>1) The composition of the Development Committee shall be</p> <p>a. the Vice Chancellor who shall be the Chairperson</p> <p>b. Pro Vice-Chancellor</p> <p>c. one person appointed by the Council from that body, not in the employment of the University</p> <p>d. two Deans selected from amongst themselves to represent Academic Deans</p> <p>e. two representatives from Convocation with expertise in Engineering and Architecture</p> <p>f. Registrar or his/her representative (Secretary)</p> <p>g. Director of Development (in attendance)</p> <p>h. Director of Finance (in attendance)</p> <p>2) Except for the Vice Chancellor, Pro Vice-Chancellor and Registrar, all other members shall be rotated every two years</p> <p>3) The quorum for each meeting shall be fifty percent of the</p>	<p>1) The Development Committee shall, on behalf of the Council and subject to the general policy, control and guidance of this body, be responsible for matters concerning the acquisition, development, maintenance and disposal of land, buildings and property. The Development Committee shall have power to:</p> <p>a) determine building projects and consider plans for the physical development of the University</p> <p>b) recommend the appointment of architects, consultants and other such professional persons as in its view are required for the best implementation of physical development plans</p> <p>c) subject to appropriate open tenders and appropriate sole sourcing considerations recommend contracts for site and building development</p> <p>d) professionally examine all design matters</p> <p>e) take such steps as it considers fit for the development, care and maintenance of the properties of the University.</p> <p>2) At all times the Development Committee's recommendations shall include alternative options supported by appropriate professional documentation</p>

	membership, including the Chairperson.	3) The budgetary allocation for the Committee shall be made available at its meetings for deliberations.
Procurement and Tender Committee	<ol style="list-style-type: none"> 1) The composition of the Procurement and Tender Committee of the Council shall be <ol style="list-style-type: none"> a. a Chairperson appointed by the Council from its membership b. the Vice Chancellor c. two persons appointed by the Council from its membership not in the employment of the University d. two Deans selected from amongst themselves to represent Academic Deans e. a representative from Convocation with expertise in tender matters f. Head of Internal Audit 2) The quorum for each meeting shall be fifty percent of the membership, including the Chairperson, Vice Chancellor and one of the Council appointees. 	<ol style="list-style-type: none"> 1) The Tender Committee, subject to the general policy, control and guidance of the Council and its rules of procedure, shall, on behalf of that body, consider contract awards and report to the Council 2) The budgetary allocation for the Committee shall be made available at its meetings for deliberation 3) The quorum for each meeting shall be fifty percent of the membership, including the Chairperson, Vice Chancellor and one of the Council appointees.
Strategic Planning Committee	<ol style="list-style-type: none"> 1) The composition of the Strategic Planning Committee shall be <ol style="list-style-type: none"> a. a Chairperson appointed by Council from that body b. a representative from Council from that body c. the Vice Chancellor d. Pro Vice-Chancellor 	<ol style="list-style-type: none"> 1) The Strategic Planning Committee shall be subject to the general policy, control and guidance of Council and shall, on behalf of the Governing Council periodically review and update the University's Strategic Plan and manage the planning process 2) The functions of the Committee are to <ol style="list-style-type: none"> a. review and update the Strategic Plan periodically b. for the planning and review process,

	<ul style="list-style-type: none"> e. Registrar f. a representative from the Academic Deans g. a representative from the Administrative Directors h. one representative from Convocation <p>2) The quorum for each meeting shall be fifty percent of membership, including the Chairperson.</p>	<p>solicit inputs from the University community through the Vice Chancellors office</p>
University Appointments and Promotions Committee	<p>1) The composition of the University Appointments and Promotions Committee shall be:</p> <ul style="list-style-type: none"> a. the Vice Chancellor who shall be the Chairperson b. Pro Vice-Chancellor c. Director, Human Resources (in attendance) d. one member appointed by Council from its membership e. two professors elected by the Academic Board. Alternates for each of the two shall also be elected f. the Dean of the Faculty/School, Director of the Administrative Directorate or Section in which the appointment is being made g. the Head of Department to which the appointment is being made h. two professor's external to the University i. Registrar - Secretary 	<p>1) The University Appointments and Promotions Committee shall, in the performance of its functions, be guided by the general employment and promotions policy of the University as laid down by the Council</p> <p>2) The Appointments and Promotions Committee shall review applications received in the light of the following</p> <ul style="list-style-type: none"> a. applicant's experience b. applicant's age c. nature of contract (part-time, full-time, post-retirement etc) d. recommendations of the Faculty Appointments and Promotions Committee and the Administrative Appointments and Promotions Committee e. external Assessors' reports where applicable f. teaching assessment report where applicable g. scholarly publications where applicable h. background/personal appraisal records, where applicable i. community engagement, where applicable

	<p>2) The UAPC shall meet once a month on a regular schedule (except where a meeting falls within the slated vacation period of the University)</p> <p>3) No statutory member of UAPC shall be excluded from its deliberations by virtue of being of a lesser rank than the position being considered</p> <p>4) The quorum for each meeting shall be fifty percent of the membership, including the Chairperson, the appropriate Dean and Head of Department or their representatives.</p>	<p>cable</p> <p>j. any other relevant requirement</p> <p>3) The University Appointments and Promotions Committee has authority to appoint distinguished academic or non-academic scholars and distinguished persons as visiting professors or scholars</p> <p>a. for period not exceeding six-months the Vice Chancellor may appoint in consultation with the relevant Dean and report to the UAPC accordingly</p> <p>4) As far as practicable all vacant positions may be advertised both internally and externally. The Committee shall appoint a search party which shall review and assess applications. It shall then provide to the Committee a full report on candidates, together with the full dossier of each candidate. The UAPC shall then carry out its own interviews prior to any appointments.</p>
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SCHEDULE III: COMMITTEES OF ACADEMIC BOARD

Name of Committee	Membership & Quorum	Functions
Executive Committee	<ol style="list-style-type: none"> 1) The Executive Committee shall consist of the following members <ol style="list-style-type: none"> a. The Vice Chancellor who shall be the Chairperson b. the Pro Vice-Chancellor c. Registrar who shall be Secretary d. Deans of Faculty/School e. Dean of Students & Alumni Affairs f. Director of Compliance and Quality Assurance g. Director of Student Services and Academic Affairs h. Director of Finance (in attendance) i. Director of Human Resources (in attendance) 2) The quorum for a meeting shall be fifty percent of the membership. 	<ol style="list-style-type: none"> 1) The functions of the Executive Committee shall be to <ol style="list-style-type: none"> a. act on behalf of the Academic Board, in-between meetings, subject to the general policy, control and guidance of the Academic Board 2) The decisions of the Executive Committee shall be reported by the Vice Chancellor to the Academic Board 3) The Executive Committee shall meet, every calendar month except for the months of July, August and December.
Academic Planning, Strategy and Resource Committee	<ol style="list-style-type: none"> 1) The Academic Planning, Strategy and Resource Committee shall consist of <ol style="list-style-type: none"> a. the Pro Vice-Chancellor who shall be the Chairperson b. Registrar (or his representative) c. Deans of Faculty/School d. Director of Compliance and Quality Assurance 	<ol style="list-style-type: none"> 1) The functions of the Academic Planning, Strategy and Resource Committee shall be to <ol style="list-style-type: none"> a. advise the Academic Board or Council on the future directions of the University regarding its academic and human resource development b. advise the Academic Board or Council on appropriate planning models and strategies covering all aspects of the University's activities as stated in para-

	<p>e. Director of Finance (or his representative in attendance)</p> <p>f. Director of Human Resources (or his representative in attendance)</p> <p>g. University Librarian</p> <p>h. Director, Centre for Distance & Professional Education</p> <p>i. A Secretary appointed by the Registrar</p> <p>2) The quorum for each meeting shall be fifty percent of the membership, including the Chairperson.</p>	<p>graph (a) above</p> <p>c. advise the Academic Board on matters relating to the establishment of new departments</p> <p>d. consider the immediate and long-term academic needs of the University and design appropriate strategies and plans</p> <p>e. advise on new programmes/courses of study at the University, taking into consideration the manpower needs of the nation and the goals set for the University</p> <p>f. consider the immediate and long-term academic programmes of the University</p> <p>g. ensure that Faculty/School Admission Boards function</p> <p>h. set general policies for student recruitments and admission</p> <p>i. consider and set admissions quota for each programme</p> <p>j. make recommendations to the Academic Board on admissions policy and strategy.</p> <p>2) The Academic Planning, Strategy and Resource Committee shall at its various meetings consider purely academic related matters and or purely strategic and resource matters or both as the case may be.</p> <p>3) During discussion on matters of admissions, Academic Planning, Strategy and Resource Committee shall call in University officers responsible for Students Recruitment, Admission and International Relations.</p>
Library Committee	<p>1) The Library Committee shall consist of</p>	<p>1) The Library Committee shall, subject to the directions of the Academic Board, supervise and direct the policy of the Li-</p>

	<p>a. the Pro Vice-Chancellor, who shall be the Chairperson</p> <p>b. one member elected by each Faculty/School Board</p> <p>c. the University Librarian</p> <p>d. one member nominated by the Students' Representative Council</p> <p>e. Secretary, appointed by the Pro Vice-Chancellor</p> <p>2) The quorum for each meeting shall be fifty percent of the membership.</p>	<p>brary and perform such other functions as may be delegated to it</p> <p>2) The budgetary allocation for the Committee shall be made available at its meetings for deliberation.</p>
Research and Conferences Committee	<p>1) The Research and conferences Committee shall consist of</p> <p>a. Pro Vice-Chancellor who shall be Chairperson</p> <p>b. Director, Human Resources or his representative</p> <p>c. two Deans of Faculties/Schools appointed by the Vice Chancellor</p> <p>d. one member elected by the Academic Board from that body</p> <p>e. one member elected from each Faculty/School Board</p> <p>f. Dean, School of Graduate Studies & Research</p> <p>g. Secretary, appointed by the Registrar</p> <p>2) Where a matter under consideration relates to a particular School/Department, the relevant Dean or Head shall be in attendance</p>	<p>1) The functions of the Research and Conferences Committee shall be to</p> <p>a. examine and take appropriate actions on all applications for grant chargeable to the budgetary allocation</p> <p>b. maintain links with research-funding agencies and serve as a channel for major research projects</p> <p>c. make known and publish periodically, research activities undertaken and progress made within the University</p> <p>d. consider applications from members of staff to attend conferences and receive reports from same</p> <p>e. ensure the submission of progress reports on all research projects in the University before the deadline established by the Committee</p> <p>2) The budgetary allocation for the Committee shall be made available at its meetings for deliberation</p> <p>3) The Committee shall recommend to the Vice Chancellor the appointment of a subcommittee which shall be responsible</p>

	3) The quorum for each meeting shall be fifty percent of the membership, including the Chairperson.	for vetting applications for research funding. The Committee shall provide nominations to the Vice Chancellor.
Board of Graduate Studies	<p>1) The membership of the Board of Graduate Studies shall consist of the following</p> <ul style="list-style-type: none"> a. the Dean of School of Graduate Studies as Chairperson b. one representative nominated by each Faculty/School Board of a rank not lower than Senior Lecturer c. Director, Quality Assurance Unit d. Director, Student Services and Academic Affairs (in attendance) e. University Librarian f. one person nominated by the Academic Board from that body g. the Faculty Officer of the School of Graduate Studies who shall be the secretary to the Board <p>2) The quorum for each meeting shall be fifty percent of the membership, including the Chairperson.</p>	<p>1) The functions of the Board of Graduate Studies shall be to</p> <ul style="list-style-type: none"> a. draft and review from time to time regulations for all higher degrees with a view to ensuring that acceptable academic standards are maintained (from time to time) b. receive reports and consider recommendations pertaining to higher degrees and diplomas from faculties c. institute policies and templates and support departments and schools in the development of new graduate programmes d. determine results of higher degrees or post-graduate diplomas e. make recommendations to the Academic Board for the award of post-graduate diplomas and higher degrees f. approve the candidature, and appointment of supervisors, thesis topics, titles and synopses for higher qualifications based on recommendations from Faculty/School Boards g. recommend to the Academic Board, the appointment of internal and external examiners in respect of written papers for graduate courses, theses and dissertations based upon recommendations from Departments and Faculty/School Boards h. give provisional approval to graduate examination results upon recommendations from Department and Facul-

		<p>ty/School Boards</p> <ul style="list-style-type: none"> i. consider proposals for new or reviewed graduate degree and post-graduate diploma programmes upon recommendations from the Faculty/School Boards j. make recommendations on students' appeals for consideration by the Academic Board k. initiate periodically the process for review of the graduate curricula.
Public Relations & Publications Committee	<p>1) The membership of the Public Relations & Publications Committee shall consist of</p> <ul style="list-style-type: none"> a. a Chairperson appointed by the Vice Chancellor b. University Librarian c. Head of Corporate Affairs & Public Relations d. Dean School of Graduate Studies & Research e. Head, Department of Communication f. Head, Department of Marketing g. editors of any University Publications h. one representative elected by each Faculty/School Board <p>2) The quorum for a meeting shall be fifty percent of the membership including, the Chairperson.</p>	<ul style="list-style-type: none"> a. The functions of the Public Relations & Publications Committee shall be to b. formulate policy on University publications & public relations c. approve specific works for sponsorship or publication by the University d. administer such funds as may be provided for such publications e. arrange for the compilation and editing of the Annual Report and any other official publications of the University f. establish, maintain and review the University's internal and external publics g. plan and implement programmes for all official ceremonies such as Congregation and Matriculation h. manage all public events of the University. i. The budgetary allocation for the Committee shall be made available at its meeting for deliberation.
Examinations &	1) The Examinations and Time-	1) The Examinations & Time-Table Commit-

<p>Time-Table Committee</p>	<p>Table Committee shall consist of the following members</p> <ol style="list-style-type: none"> a. The Chair, a Senior Member appointed by the Vice Chancellor b. Director of Academic & Students Services/ or the designate c. Director of Compliance and Quality Assurance Unit/ or the designate d. one Dean appointed by the Academic Board e. one HoD appointed by the Academic Board f. All Faculty Exams Officers g. one external examiner appointed by the Vice Chancellor h. University Exams Officers i. Secretary appointed by the Registrar <p>2) The quorum for a meeting shall be fifty percent of the membership including the chairperson.</p>	<p>tee shall have responsibility for the conduct of examinations and making policy recommendation regarding to teaching and examination time-table, organising and holding examinations, and improving the system of examinations</p> <ol style="list-style-type: none"> 2) The Examinations & Time-Table Committee shall also oversee and regulate the conduct of examinations in autonomous faculties, schools, colleges, institutions and units and ensure proper administration of examinations 3) The functions of the Examinations Committee shall be to <ol style="list-style-type: none"> a. draw up time-tables for teaching and examinations for each Academic year b. safeguard the conduct of examinations across all campuses and maintain academic standards by ensuring trouble-free operation of the examinations system including arrangement for strict vigilance during the conduct of the examinations c. deal with all the matters in relation to examinations; d. define clearly the responsibilities of all individuals involved in the operation of the examinations system 4) The procedure to be followed by the Examinations Committee in their deliberations shall be such as may be prescribed by the Academic Board 5) The Examinations Committee shall submit detailed programme of examinations to the Pro Vice-Chancellor who shall ensure such programme is enshrined in the Academic calendar 6) The Examinations Committee shall prepare the financial estimates for the conduct of examinations for incorporation in
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		<p>the budget of the university and shall submit same to the Pro Vice-Chancellor</p> <p>7) Minutes and recommendations of the Examination Committee shall be forwarded to the Pro Vice-Chancellor who shall report same to the Academic Board</p> <p>8) The Examination Committee shall be the fact-finding committee in any cause of examination malpractice and complaint. It shall submit its report to the Vice Chancellor who may determine if such report should be placed before the disciplinary Committee</p> <p>9) All final time-tables shall be drawn up and published four weeks before the start of teaching, exams or any other event that requires an academic time-table</p> <p>10) The Committee shall meet at least two times in a semester.</p>
Chaplaincy, Faith and Learning Committee	<p>1) The Chaplaincy, Faith and Learning Committee shall consist of</p> <ol style="list-style-type: none"> a Chairperson appointed by the Vice Chancellor the University Chaplain a representative from the Deans one Head of Department appointed by the Vice Chancellor one Representative from the SRC one representative from the Church one member appointed by the Academic Board one external resource person 	<p>The Chaplaincy, Faith & Learning Committee will develop, monitor and oversee the implementation of the framework for the Chaplaincy, advising the Chaplain and those with responsibility for leading the University's Chaplaincy programmes in the execution of their work and providing direction for the development of the programmes and related activities in all its contexts. This will include:</p> <ol style="list-style-type: none"> establishing an annual Chaplaincy Development Plan, which will set strategic priorities and specific work plans for the coming year, for which members of the chaplaincy team and their managers will be accountable. developing and sustaining the function of Chaplaincy, setting out the purposes and vision and the ways by which the Chaplaincy team will work. ensuring that the profile of Chaplaincy is kept high, its contributions to and value within the institution known, and its role in shaping institutional

	<p>i. Head, Vision and Legacy Unit</p> <p>2) The quorum for a meeting shall be fifty percent of the membership, including the Chairperson.</p>	<p>identity and success felt across the university.</p> <ol style="list-style-type: none"> 4. overseeing and regulating the conduct of worship and other religious activities for students and staff 5. overseeing the calendar of Chaplaincy events across the University's campuses and work to develop and enhance that calendar where appropriate. 6. establishing and providing support for a working partnership between the Chaplaincy and School/Faculty & Academic Departments at the university. 7. making policy recommendations on issues relating to Chaplaincy, faith, learning, counselling and pastoral care. 8. examining how classroom instruction can incorporate matters of Christian faith; promote, facilitate and coordinate the formulation of policies to address dilemmas in the area of faith and learning 9. organize training to help faculty to acquire the necessary skills for mainstreaming faith into pedagogy 10. develop methods for measuring the impact and contributions of the Chaplaincy across the University's campuses and implement these to support the development of Chaplaincy work. 11. provide guidance and fundraising strategies for external and internal funding for related activities of the Chaplaincy and the Committee including seminars, trainings for faculty and counsellor, equipment for Chapel serves etc 12. mobilizing financial, material and human resources (students, staff, pastors, professionals etc) for short-term missions and community service. 13. assist the University to create the necessary ambiance through appropriate symbols to enhance recognition of Christian faith and philosophy on cam-
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		<p>pus</p> <p>14. recommend to the academic board the appointment of counsellors to provide services to students, staff and their families</p> <p>15. build and maintain a team of counselors drawn from senior member of Central University</p>
Counselling & Career Services Committee	<p>1) The Committee shall consist of the following members</p> <ul style="list-style-type: none"> a. a Chairperson appointed by the Vice Chancellor b. University Chaplain c. Director, Counselling & Career Services Centre d. three members appointed by the Academic Board e. a faculty member with psychology/counselling and guidance background appointed by the Vice Chancellor f. Secretary appointed by the Vice Chancellor <p>2) The quorum for a meeting shall be fifty percent of the membership, including the Chairperson.</p>	<p>The functions of the Committee shall be to</p> <ul style="list-style-type: none"> 1) advise on the overall strategy and direction of the Centres regarding such issues as market-orientation of programmes career, institutional/corporate engagement, relevance of programme to national and international needs, identity and positioning of programmes 2) assist School/Faculty's, Departments, Institutes and Centres in establishing and developing beneficial networks of practice, locally, nationally and internationally 3) promote strategic partnerships between the University, other universities locally and abroad, relevant industries and the business community 4) provide periodic job market information and/ or analysis to Schools/Faculty to guide the selection and development of academic programs and other opportunities that maximize future educational and career options. 5) develop and provide continuous review of a framework for managing the placement of students for industrial and work place attachments and internships. 6) develop a community engagement framework to assist the University embed its place in its society; develop community service modules and create a system of uptake by students for

		<p>such modules</p> <ol style="list-style-type: none"> 7) provide the necessary guidelines for the development of a database of business executives and managers who are invited to mentor CU students through various on/off campus events and partnerships for Business & Senior Executive Mentorship. 8) periodically develop and provide a planned sequence of activities and experiences to achieve specific competencies such as self-appraisal, decision making, goal setting, and career planning 9) facilitate the professional development activities so counselors can regularly update their professional knowledge and skills 10) collaborate with the Chaplaincy to recommend appropriate guidelines for the Counseling & Career Services Centre to provide counselling services to Staff and Students. 11) provide the framework for the Establishment of networks with alumni, employers, organizations and other groups that offer potential professional opportunities, mobilizing employers and other placement agencies to connect to CUCCPC for meeting their HR requirements 12) implement a comprehensive capacity building initiative for augmenting the skills of Career Centre professionals and other ecosystem counselling partners. 13) facilitate the Provision of access to tools to analyse skill-wise demand of industry and supply of Jobseekers, as well as access to a rich knowledge repository of career counselling content so that candidates are counselled appropriately. 14) periodically recommend institutional structures and external Revenue mobilization for securing sustainability and relevance of the services being offered through the centres. 15) facilitate the development of a Stand-
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		ard operating procedure for organizing a job fair
Student Affairs & Residence Committee	<p>1) The membership of the Student Affairs committee shall consist of the following</p> <ul style="list-style-type: none"> a. the Dean of Students & Alumni Affairs who shall be the Chairperson b. University Chaplain c. Heads of Halls d. Students' Residence Officer e. two representatives from the Students' Representative Council f. one member nominated by the Academic Board from that body g. Secretary, appointed by the Registrar h. Director Academic & Student Services or his/her representative i. a representative from the International Programmes Office j. a representative from the Finance Directorate <p>2) The quorum for a meeting shall be fifty percent of the membership, including the Chairperson and the Director, Academic and Students Services.</p>	<p>1) The functions of the Student Affairs Committee shall be to</p> <ul style="list-style-type: none"> a. exercise oversight responsibility for students' general welfare, including initiatives such as sports, clubs/societies, excursions and other activities and services b. make adequate provision for the supervision and welfare of students residing in all hostels c. handle general complaints from Faculty's/Schools about student matters not specific to an academic department d. ensure that aggrieved students seek redress from appropriate bodies and follow laid down procedures. e. develop policies and guidelines for students' residential well-being f. advise relevant university bodies on students' residential matters g. address complaints and grievances relating to students' residence life and h. administer the halls/hostels and students' residence tutorial system.
Training and Professional Development Committee	<p>1) The Training and Professional Development Committee shall consist of</p> <ul style="list-style-type: none"> a. the Pro Vice-Chancellor who 	<p>1) The functions of the Training and Professional Development Committee shall be to</p> <ul style="list-style-type: none"> a. advise on budgetary provisions for Training and Professional Development

	<p>shall be Chairperson</p> <ul style="list-style-type: none"> b. the Director of Human Resources c. one nominee from the Academic Board d. two Deans of Faculties/Schools nominated by the Pro Vice-Chancellor e. two Administrative Directors nominated by the Registrar <p>2) The quorum for a meeting shall be fifty percent of the membership, including the Chairperson.</p>	<p>purposes at the University</p> <ul style="list-style-type: none"> b. administer appropriate funds voted for Training and Professional Development c. develop policies towards the training and professional development of all staff <p>2) The budgetary allocation for the Committee shall be made available at its meeting for deliberation.</p>
Institutional Review Board	<p>1) Membership of the IRB shall consist of nine persons as follows</p> <ul style="list-style-type: none"> a. the Chairperson, who shall be the Pro Vice-Chancellor or in his absence a nominee appointed by the Vice Chancellor b. seven persons who shall be appointed by the Academic Board, provided always that such persons shall have the relevant experience, expertise and diversity in disciplines c. one person appointed by Academic Board who is not in the employment of the University with expertise in research and ethics <p>2) In the performance of its functions the IRB may draw on the services or expertise of other persons as appropriate</p> <p>3) The quorum for a meeting shall be fifty percent of the member-</p>	<p>1) The functions of the IRB shall be to</p> <ul style="list-style-type: none"> a. receive research proposals from Deans of Faculty/School and or Research and Conferences Committee and ensure that appropriate steps are taken to safeguard the privacy, confidentiality, rights, and privileges of research participants b. assess the ethics of any research project and its methods and require researchers to respond to queries c. promote informed and voluntary participation by prospective research participants who are themselves capable of making such choices (or, if that is not possible, required informed permission given by a suitable proxy) d. maximize the safety of research participants e. report annually to the Vice Chancellor on its activities as well as forward its recommendations on any research project submitted to the Research and Conference Committee

	ship, including the Chairperson.	<p>2) The IRB shall maintain and work from its standard operating manual</p> <p>3) IRB members shall not participate in deliberations on their own projects.</p>
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SCHEDULE IV: ROLE OF PRO VICE-CHANCELLOR

The Pro Vice-Chancellor is the head of the academic functions of the University. The primary responsibility is to work with Deans and Academic Directors to formulate policy and strategy towards achieving the higher education service delivery objectives of the University. Working under the Vice Chancellor and the general direction of the Council, the Pro Vice-Chancellor **shall**

- 1) provide academic leadership for academic Deans and **shall** be responsible for Students Services and Academic Affairs Directorate as well as Library Services
- 2) provide academic policies and regulations to guide sub-degree, degree and post-graduate study
- 3) ensure the implementation of University policies and procedures for managing teaching and learning as well as compliance with national regulations and accreditation requirements
- 4) guide the introduction of new programs by working directly with the Vice Chancellor, Deans and programme directors in developing and maintaining quality teaching, research, and service programmes at the undergraduate, graduate and professional levels
- 5) work closely with academic administrators in developing and fostering joint academic programmes across centres
- 6) determine the academic and financial feasibility of continuation of academic programmes in consultation with the Vice Chancellor
- 7) serves on University committees as appropriate
- 8) work closely with the Registrar and Director (Students Services and Academic Affairs) and the Dean of Students in addressing the educational and support needs and extra-curricular activities for students
- 9) deputizes for the Vice Chancellor in his absence.
- 10) perform other duties as assigned by the Vice Chancellor.

SCHEDULE V: PROCEDURE FOR THE ESTABLISHMENT OF ACADEMIC AND ADMINISTRATIVE UNITS

This Schedule provides for the establishment of various Academic and Administrative Units of the University

1. For the purpose of this Schedule, a responsible Office/Officer is defined as a Unit Head, Schedule Officer, Head of Department, Director, Dean or any of the members of Senior/Executive Management. A Superior Officer is one in supervisory role over another
2. Where a responsible Officer or Office of the University is desirous of establishing a Unit as detailed in the title above, that Officer or Office **shall** first prepare a concept note and submit same to the Superior Officer
3. The concept note **shall** explain the rationale for the setting up of a new unit and explain briefly the need for the unit, its purpose and objects, relation to other units, the resource requirements and how it fits/supports the University's strategic goals
4. The Superior Officer **shall** not suppress the idea but **shall** comment on and forward same to the relevant Pro Vice-Chancellor who **shall** discuss it with the Vice Chancellor
5. Where there is merit in the concept, the Pro Vice-Chancellor **shall** forward the concept note to the Planning, Strategy and Resource Committee for its deliberation
6. The conclusions of the Planning, Strategy and Resource Committee **shall** be forwarded to the Vice Chancellor who **shall** then act to either set up the unit or invite further discussion by the Academic Board and/or Council
7. The final determination on the establishment of any new Administrative Directorate, School/Faculties, Academic Department, Centre, Institute and Unit **shall** be made by the Vice Chancellor with the approval of Council
8. The following definitions **shall** apply
 - a. Unit: a small single purpose office (be it academic or administrative) headed by a Coordinator
 - b. Centre: an academic unit focusing on delivery of a specialized programme or project, or an administrative unit focusing on the delivery of a support service; headed by a Coordinator
 - c. Department: a division within a School or Faculty with responsibility for the delivery of graduate and undergraduate teaching and the conduct of research, led by a Head
 - d. Institute: a semi-autonomous unit specializing in the delivery of particular extension services, delivery of multidisciplinary research and focused

sub degree/degree and post-graduate degree programmes, headed by a Director

- e. Administrative Directorate: an amalgamation of a number of related/semi-related or unrelated administrative support units and functions performing a wide range of services which cut across the entire University; it must be sufficiently broad in scope to be headed by a Director (at Deputy Registrar Rank)
- f. School/Faculty: a collection of related and/or semi-related departments, institutes, centres and units; a School is likely to have some relation to the professions and or have programmes that are regulated by properly/legally constituted professional regulatory bodies; Schools and Faculties may enjoy a level of financial autonomy
- g. College: a collection of Faculties, Institutes, Schools and Centres of related or semi-related disciplines, headed by a Provost.

SCHEDULE VI: POLICY ON SEXUAL HARASSMENT

Sexual Harassment Policy

- 1) Sexual harassment violates the dignity of the victim; it is a degrading behaviour that creates a poisoned or hostile work environment and frequently produces negative physical, emotional and psychological consequences for the victim
- 2) Sexual harassment is antithetical to academic values and to a work environment free from the fact or appearance of coercion
- 3) Beyond the violation of dignity, sexual harassment also discriminates against the victim by imposing on him/her an extraneous term or condition of employment to which other similarly-situated persons are not made subject
- 4) The University is committed to the creation and maintenance of a working and learning environment that is free of discrimination or intimidation. It abhors any of the activities specified in the Sexual Harassment policy set out in Schedule VII and shall take steps to ensure that they do not occur. Any form of intimidation, abuse or harassment based on sex or gender is discriminatory and contrary to the ideals of the University and jeopardizes the integrity of the University community.

Purpose of Policy and Applicability

- 1) The University is committed to the creation and maintenance of a dignifying and conducive environment for teaching, learning, research, and knowledge dissemination. Any conduct that violates the dignity of the human being is proscribed at Central University. Sexual harassment is one such conduct. Central University takes seriously its legal and affirmative duty to provide a harassment-free workplace
- 2) The policy on sexual harassment as set out in this Schedule is developed in furtherance of this positive commitment; it applies equally to all employee of Central University, including officers, faculty members, administrative and support staff, as well as students and interns. The policy also covers any supplier, contractor or other person doing business with Central University.

Sexual Harassment Committees

- 1) There shall be a Sexual Harassment Committee for junior members and a Sexual Harassment Committee for senior members, senior and junior administrative and academic staff of the University. Sexual Harassment Committees shall be *ad-hoc*, and shall be constituted with the guidelines in sub sections 2 and 3 below
- 2) The Sexual Harassment Committee for senior members and senior and junior staff shall be set up by the Vice Chancellor. The membership shall include:
 - a. Director of Human Resources

- b. Chaplain
 - c. Senior Member from the Faculty of Law
 - d. two (2) other persons appointed by the Vice Chancellor
 - e. The Vice Chancellor shall appoint the Chairperson and Secretary
- 3) The Sexual Harassment Committee for Junior Members shall be set up by the Pro Vice-Chancellor and shall include
- a. Dean of Students & Alumni Affairs
 - b. Senior Member from the Faculty of Law
 - c. one representative of the Students' Representative Council
 - d. two (2) other persons appointed by the Pro Vice-Chancellor, at least, one of whom shall be a human resource officer or practitioner
 - e. The Pro Vice-Chancellor shall appoint the Chairperson and Secretary
- 4) The quorum for any meeting shall be fifty percent of the membership including the Chairperson.

Definition of Sexual Harassment

- 1) Section 175 of the Labour Act, 2003 (Act 651) defines sexual harassment as " ... any unwelcome, offensive or importunate sexual advances or request made by an employer or superior officer or a co-worker to a worker, whether the worker is a man or woman"
- 2) In these Statutes, sexual harassment refers to any unwelcome conduct of a sexual nature on or off campus that has a detrimental effect on the person subjected to the conduct, or that creates a negative academic or work environment for that person or other persons. Sexual harassment therefore includes
 - a. a sexual relationship which constitutes an abuse of power in a relationship of trust; or
 - b. sexually-oriented remarks or behaviour which may reasonably be perceived to create a poisoned, hostile or negative psychological and emotional environment for work and study; or
 - c. unwanted sexual attention from a person who knows or ought reasonably to know that such attention is unwanted; or
 - d. implied or expressed promise of reward for complying with a sexually-oriented request; or
 - e. implied or expressed threat of reprisal or actual reprisal for refusal to comply with a sexually-oriented request

- f. threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.

Types of Sexual harassment

- 1) The following are examples of the broad range of conduct of a sexual nature which, when unwelcome by the victim, may constitute sexual harassment
 - a. unwelcome physical conduct may take the form of contact with the body of the other person, such as touching, groping, hugging, fondling, kissing, pinching, grabbing, and even rape
 - b. unwelcome verbal conduct includes making
 - i. repeated propositions for dates or sexual intercourse
 - ii. frequent comments about the victim's body, appearance or dress
 - iii. crude sexual or abusive remarks
 - iv. gender-based insults
 - v. suggestive comments or sexual innuendos
 - vi. references to sexual affairs with other employees
 - vii. pestering the victim with repeated phone calls, e-mail, text messages and other electronic communication
 - viii. demanding sexual favours in exchange for favourable marks or grades
 - ix. preventing the victim from dating other persons
 - c. unwelcome sexual conduct that is neither physical nor verbal includes
 - i. an employer or co-worker posting sexually-explicit or lewd pictures, photos, inscriptions, writings or other representations
 - ii. showing pornographic material in the workplace
 - iii. an officer or lecturer fondling himself in front of an employee or student
 - iv. a superior appearing naked in front of a subordinate
 - v. a boss giving inappropriate gifts of lingerie or brassiere
 - vi. a colleague spreading degrading and false rumours about complainant's sex-life or morals
 - d. placing in the work or study area any sexually-suggestive object, picture, videotape, audio recording, computer or electronic communication, or lit-

erature that may embarrass or offend individuals may constitute sexual harassment

- e. Central University, respects principles and traditions of academic freedom balanced against the rights of others, including the right of individuals not to be sexually harassed. It is understood that academic freedom permits topics of all types, including those with sexual content, to be part of courses, lectures, and other academic pursuits. Materials with sexual content used or displayed in an educational setting must be related to educational purposes
- 2) Depending on its circumstances or nature, a single conduct may suffice to constitute sexual harassment
- 3) Sexual harassment may also take the form of ridiculing the gender and/or sexuality of the victim.

Perpetrators

- 1) Sexual harassment can be perpetrated by members of either sex, although women are the disproportionate victims of the crime. Thus, sexual harassment can be committed by a man against a woman, and a woman against a man. Sexual harassment frequently reflects a power imbalance in gender relations, with male superiors frequently targeting female subordinates. Though rare, a female subordinate can harass a male superior. Sexual harassment can also be committed by a colleague against colleague; by an adult against a minor, and by a minor against an adult.

Victims

- 1) Victims of sexual harassment need not be of the opposite sex to the harasser. Thus, though relatively rare, a man can sexually harass a man and a woman can harass a woman.

Fair Complaints Handling Process

- 1) Where a complaint of sexual harassment is filed, both the complainant and respondent can expect a fair, impartial, confidential and expeditious investigation that respects the rights of all parties concerned
- 2) It is an offence to intimidate, retaliate against or otherwise victimize a person for filing or indicating an intention to file a complaint of sexual harassment.

Prohibition of Sexual Harassment

- 1) Sexual harassment at the workplace is against the law. By virtue of Section 15(2) of Act 651, sexual harassment constitutes a ground on which a worker's contract of employment may be terminated

- 2) All students, staff, visitors, contractors and persons acting on behalf of the University **shall** respect the rights of others and **shall** refrain from any activity that constitutes sexual harassment or corresponds with those described in section 1 above
- 3) A claim of lack of intention to harass is irrelevant to an allegation of sexual harassment. Lack of intention to harass is no defence to a charge of sexual harassment (or any other charge of human right violation); in dealing with a sexual harassment allegation at Central University, it is the effect of the impugned conduct on the victim that is of primary concern
- 4) Individuals **shall** be held personally accountable for their actions and behaviour in the event of complaints of sexual harassment against them.

Duty to Report Sexual Harassment

- 1) All Heads of Section, Department, Deans and Directors **shall** report complaints or any observation they may have made which they believe constitutes sexual harassment to the Director of Human Resources for further action
- 2) The University **shall** follow the procedure outlined below in dealing with complaints and appeals against decisions in connection with complaints.

Procedure for Redress in Matters of Sexual Harassment

- 1) Any person found to be in violation of the policy on sexual harassment may be subject to corrective action, up to and including dismissal, under applicable Central University policies and labour contracts
- 2) In addition to any corrective or disciplinary action by Central University, a victim of sexual harassment may, in appropriate circumstances, institute civil or criminal proceedings against the alleged perpetrator
- 3) Any student or employee of Central University who perceives that she/he has been sexually harassed is advised to contact the address provided below to file a complaint and/or receive counselling, guidance or additional information
- 4) Any student or employee of Central University who perceives that he/she has been subjected to retaliation following a sexual harassment incident or complaint should contact:

The Director
Human Resources Department
Central University
Miotso Campus
Tel: 0303318604 0289546164/5/6
E-Mail: hrdirector@central.edu.gh

- (5) Any student or employee of Central University who has a sexual harassment complaint against an official at the Human Resources Department, or who considers himself/ herself to be a victim of retaliation because of a sexual harassment incident or complaint should directly contact:

The Vice Chancellor,
Central University
Miotso Campus
[Tel:0303318590/80](tel:0303318590/80) 0289546164/5/6
E-Mail: vc@central.edu.gh

SCHEDULE VII: POLICY ON NARCOTIC DRUGS

- 1) It is an offence for any member of the University to cultivate, possess, use or peddle narcotics and other drugs as listed in the Drug and Pharmacy Act, 1961 (Act 64). The punishment for this offence is dismissal.

Types of Narcotic Drugs

- 2) Narcotic drugs **shall** include, but **shall** not be limited to
 - a. indian hemp
 - b. coca leaves, cocaine (including synthetic cocaine) and ecgonine and their respective salts, the esters of ecgonine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine, and any preparation (not being such a solution or dilution as aforesaid) containing not less than one tenth per cent of cocaine or any proportion of ecgonine
 - c. any product obtained from any of the ecgonine alkaloids of the coca leaf, not being a product which, on, the 13th July, 1931, has been used for medicinal or scientific purposes
 - d. raw opium, or medicinal opium and opium prepared for smoking, or any synthetic opium
 - e. any product obtained from any of the phenanthrene alkaloids of opium, not being a product which since the 13th July, 1931, was being used for medical or scientific purposes
 - f. morphine and its salts, and any solution or dilution of morphine or its salts in any inert substance whether liquid or solid containing any proportion of morphine, and any preparation, admixture, extract or other substance (not being such a solution dilution as aforesaid) containing not less than one-fifth of one per cent of morphine.

SCHEDULE VIII: POLICY ON ALCOHOL AND OTHER SUBSTANCE ABUSE

- 1) The University shall strive to maintain campus communities and worksites free from the illegal use, possession, or distribution of alcohol or of controlled substances
- 2) The unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances by University employees and students in the workplace, on University premises, at official University functions, or on University business is prohibited
- 3) Employees found to be in violation of this Policy, including student employees shall be subject to corrective action, up to and including dismissal, under applicable University policies and labour contracts.
- 4) Students found to be in violation of this Policy may be subject to corrective action which may include dismissal.

SCHEDULE IX: POSSESSION AND USE OF FIREARMS AND WEAPONS

- 1) A safe and secure environment is a fundamental prerequisite for fulfilling the University's mission of teaching, research, and public service. Central University is committed to maintaining a workplace that is free of violence
- 2) While on university-controlled sites and at university activities, employees and students are strictly prohibited from introducing, possessing, using, buying, or selling weapons, firearms, ammunition, explosives, or items deemed to be dangerous
- 3) Any employee or student who becomes aware of a violation of this policy is required to immediately notify the Office of the Vice Chancellor. Violation of this policy is considered a serious offense that endangers the safety of the university communities. Therefore, this offense may result in immediate termination of employment or immediate dismissal in the case of a student
- 4) A "dangerous or illegal weapon" may be an instrument of offensive or defensive combat; anything used, or designed to be used, in destroying, defeating, or injuring a person; an instrument designed to or likely to produce bodily harm; or an instrument by the use of which a fatal wound may probably or possibly be given
- 5) A "dangerous or illegal weapon" may include, but not be limited to, the following: any firearm, slingshot, cross-knuckles, knuckles of lead, brass or other metal, any knife, dagger or similar knife, or any knife having the appearance of a pocket knife, the blade of which can be opened by a flick of a button, pressure on the handle or other mechanical contrivance
- 6) A harmless instrumentality designed to look like a firearm, explosive, or dangerous weapon which is used by or is in the possession of a person with the intent to cause fear in or assault to another person is expressly included within the meaning of a firearm, explosive, or dangerous weapon
- 7) A person found guilty, through a due process procedure, of the unauthorized possession of firearms, explosives, or other dangerous or illegal weapons, and who is found to have intentionally or recklessly used or possessed such weapons in a way that would intimidate, harass, injure or otherwise interfere with the learning and working environment of the University, **shall** be banned from the University campus, leased building, or other area under the control of the Central University
- 8) In the case of a student who is found guilty, through a due process procedure, to have intentionally or recklessly used or possessed such weapon(s), the minimum disciplinary sanction **shall** be expulsion
- 9) In the case of an employee who is found guilty to have intentionally or recklessly used or possessed such weapons(s), the minimum disciplinary sanction

shall be termination of employment, subject to such other employment rules as may be from time to time in place.