

**HARMONISED STATUTES FOR  
COLLEGES OF EDUCATION**

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# **STATUTES**

## **Statute 1: Definition of Terms**

In these Statutes unless the context otherwise requires:

**“The Act”** means Colleges of Education Act 2012, Act 847.

**“Commencement Date”** means the day on which these Statutes, enacted by the College Council, shall be brought into effect by the Council.

**“College”** means College of Education, as established under subsection (1) of section 1 of the Colleges of Education Act 2012, Act 847.

**“Council”** means College Council as established by the Colleges of Education Act 2012, Act 847.

**“Academic Board”** the Academic Board of Colleges of Education, as established by Section 22 of the Colleges of Education Act 2012, Act 847

**“Tutor”** means any Senior Staff holding full time teaching or research appointment in the College.

**“College Principal”** refers to Principal of the College.

**“College Vice Principal”** refers to Vice Principal of the College.

**“College Secretary”** refers to Secretary of the College.

**“College Finance Officer”** refers to Finance Officer of the College.

**“Convocation”** refers to special assembly of Senior Staff A of the College.

**“Congregation”** is a special assembly of the College to receive reports on the College and witness the conferment of diplomas, certificates and other awards.

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**“Staff”** means all persons in the employment of the College.

**“Senior Staff A”** means any member of the academic, professional or administrative staff not below the rank of a tutor or its equivalent.

**“Senior Staff B”** means those persons in the employment of the College of a rank not lower than that of an Administrative Assistant or its equivalent.

**“Junior Staff”** means those persons in the employment of the College of rank below that of an Administrative Assistant or its equivalent.

**“Student”** means any person registered for a programme of studies or research in the College.

**“Department”** refers to the highest Academic Unit that has the responsibility of teaching and research in a recognisable academic discipline and has been so designated by the Academic Board.

**“Alumni”** refers equally to all graduates of the Colleges of Education or persons granted affiliation status by the College or the Alumni Association.

### **Statute 2: Repeals**

Any statutes in force immediately before the commencement of these statutes are hereby repealed.

### **Statute 3: College Property**

All the property, real or personal, of every description now or hereafter, belonging to the College or Government property in the possession of the College, shall remain and be vested in the College,

and in Trust for, or to be executed by the College under any former name or description or by the Ministry of Education, Ghana Education Service, or Teacher Education/ Technical Education Division, shall inure to the benefit of the College, or in accordance with the provisions of these Statutes, be executed by the College.

#### **Statute 4: College Council**

1. The governing body of the College shall be the College Council which shall consist of:
  - (a) a Chairperson;
  - (b) the Principal of the College;
  - (c) one person elected by convocation of academic staff;
  - (d) the President of the Students' Representative Council;
  - (e) one representative of the Ghana Education Service of the rank of Regional Director or not below the rank of Deputy Director;
  - (f) one representative of the National Council for Tertiary Education;
  - (g) one representative of the National Teaching Council;
  - (h) one person elected by non-teaching staff of the College;
  - (i) one representative of the affiliate institution that awards the diploma or other certificate of the College of Education;
  - (j) at least four other persons two of whom are women and one alumni representative.
2. The College Vice Principal, the College Secretary and the College Finance Officer shall be in attendance at Council meetings.
3. The Chairperson and members of the Council shall be appointed by the President in accordance with article 70 of the Constitution.

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**Statute 5: Powers and Functions of Council**

1. Without prejudice to the generality of the powers of Council as provided for by the Colleges of Education Act and these Statutes, the powers and functions of the College Council shall include:
  - (a) the provision of strategic direction to College programmes and activities to ensure the achievement of its vision and mission;
  - (b) approve the educational programmes developed by the academic board having regard to the mandate of the College;
  - (c) appoint the Principal of the College, Vice Principal of the College, tutors and other persons to academic and administrative positions in the college;
  - (d) to sell, buy, exchange and lease and accept leases of property;
  - (e) to borrow money on behalf of the College on security of the property of the College or otherwise;
  - (f) generally, to enter into, carry out, vary and cancel contracts;
  - (g) to control the finances of the College and to finally determine any questions on finance arising out of the administration of the College or the execution of its policy or in the execution of any trust by the College;
  - (h) to submit to the Minister for Education through the National Council for Tertiary Education an annual report on the activities of the College during that year;
  - (i) to be responsible for all measures necessary or desirable for the conservation or augmentation of the resources of the College and may, for this purpose, specify any matter affecting the income or expenditure of the College in respect of which the consent of Council shall be obtained before action is taken or liability incurred.
2. In furtherance of the above, Council shall:

- (a) determine the allocation of all recurrent funds at the disposal of the College;
  - (b) determine annually the expenditure necessary for the development of the College;
  - (c) prescribe the manner and form in which units of the College shall submit accounts or estimates of income and expenditure;
  - (d) ensure that the Planning Unit works closely with the National Council for Tertiary Education (NCTE) on policies relating to norms covering student and staff numbers and funding levels.
3. Council may establish committees that it considers necessary and shall assign to a committee functions that it considers appropriate.
  4. Council shall seek the views of Academic Board on issues Council considers to have academic implications.

**Statute 6: Tenure of Office of Members of Council**

1. The Chairperson and members of Council, other than the College Principal shall hold office for a period of three years and are eligible for re-appointment for another one term only.
2. A member of Council, other than the College Principal may at any time resign from office in writing to the appointing or institutional authority through the Chairperson of Council.
3. Where a member of the Council is absent from four consecutive meetings, without a just cause, the office of the member shall become vacant.
4. Where a member representing an institution is temporary absent from meetings, the Council may appoint another person nominated by the relevant body or institution to act for the member during the absence of the member.
5. Any casual vacancy on Council occurring by reason of resignation, incapacity or death or any other cause, including

non-disclosure of interest in a matter before Council, among the elected or nominated members shall be filled as convenient by the person or body which appointed or elected the member whose place has become vacant, and the person so appointed or elected to fill a casual vacancy shall hold office for the residue of the term of office for which the member who is replaced was elected or appointed.

### **Statute 7: Meetings of Council**

1. Meetings of Council shall be in accordance with the provisions of the Colleges of Education Act 2012 (Act 847).
2. Notice of a meeting of Council other than an emergency meeting and the business to be transacted thereat shall be given in writing by the College Secretary to reach members of Council not later than five (5) working days before the date fixed for such a meeting.
3. Council shall meet at least once per quarter.
4. The quorum for Council meetings shall be seven (7) including a majority of external members.
5. The Chairperson shall preside at meetings of the Council and in the absence of the Chairperson a Government nominee of Council shall be elected by the members present from among their number to preside.
6. Matters before Council shall be decided by a majority of the members present and voting, and in the event of equality of votes, the person presiding shall have a casting vote.
7. The Council may approve of any person(s) to attend Council meetings as ex-officio member(s) without voting rights.
8. A member of Council who has an interest in a matter for consideration at a meeting of Council shall:
  - (a) disclose the nature of the interest and the disclosure shall form part of the record of the consideration of the matter;  
and

- (b) shall not participate in the deliberations of the Council in that particular matter.

**Statute 8: Committees of Council**

1. Council shall establish the following Committees as Standing Committees of Council;
  - (a) Finance Committee
  - (b) Development Committee
  - (c) Entity Tender Committee
  - (d) Audit Report Implementation Committee
  - (e) Appointment and Promotions Committee
2. A Committee of Council shall be chaired by a member of the Council.
3. The composition, meeting procedures and functions of the Committees shall be in accordance with Schedule A to these Statutes.

**Statute 9: Principal Officers of the College**

1. The Principal Officers of the College shall be the Chairperson of Council and the Principal of the College.
2. The appointment and functions of the Principal Officers are provided for in Statutes 10 and 11.

**Statute 10: Chairperson of College Council**

1. There shall be a Chairperson of Council, who shall be appointed in accordance with the provisions of the College of Education Act. The tenure of office shall be as provided for in the Act.
2. The Chairperson of Council shall preside over all meetings of Council.
3. In the absence of the Chairperson of Council, from any meeting

of Council, the members present shall elect one of the government nominees to preside over the meeting.

4. The Chairperson shall be furnished with copies of minutes of meetings of the Academic Board in addition to any other publications of the College.

### **Statute 11: Principal of the College**

1. There shall be a Principal of the College who shall be appointed by the College Council upon the recommendations of a Search Committee of Council and in accordance with the Act and on such terms and conditions as Council shall determine.
2. The Principal of the College shall serve as the academic and executive head and chief disciplinary officer of the College.
3. The Principal of the College shall, by virtue of the office, be a member of Council as provided for by the Act and also of Convocation, the Academic Board, and every Committee of the Academic Board.
4. The Principal of the College shall be the Chief Executive Officer of the College and shall be responsible, in accordance with these Statutes and the decisions of Council and the Academic Board, for organising and conducting the academic, financial and administrative business of the College.
5. The Principal shall have overall authority over the academic, financial and administrative staff and shall submit annually, through the Academic Board to Council, a statement on the staff which, in the Principal's opinion is necessary for the transaction of College business together with an estimate of the expenditure required for the maintenance of such staff.
6. The Principal shall have the right and duty to advise Council and the Academic Board on all matters affecting policy, finance and administration of the College, and for this purpose, the Principal shall have unrestricted right of attendance and speech at all meetings of Council and of all College bodies, whether

executive or advisory which are charged with the consideration of such matters.

7. The Principal shall, subject to the approval of Council, have the power to delegate any of the functions assigned to the Principal by these Statutes to a Senior Staff A of the College as shall seem appropriate.
8. The Term of office of the Principal shall be four (4) years and may upon application by that Principal be renewed for another term.
9. The Principal may resign from office by a letter addressed to the Chairperson of Council.

#### **Statute 12: Vice Principal of the College**

1. There shall be a Vice Principal who shall be appointed by Council upon the recommendations of a Search Committee and in accordance with the Act and on such terms and conditions as Council shall determine.
2. When a vacancy occurs in the office of the Vice Principal, the Principal shall nominate two (2) academic Senior Staff A, one of whom shall be elected by convocation on a simple majority basis in a secret ballot, for appointment as Vice Principal by Council.
3. The Vice Principal shall hold office for a period of three (3) years and may be eligible for re-appointment for another term only.
4. The Vice Principal shall not be eligible for re-appointment until after a lapse of three (3) years from the date the Vice Principal has held that office.
5. The Vice Principal so appointed, shall vacate the post, if any, as Head of Department, or any statutory position previously held by the Vice Principal and shall become a non-voting member of the College Council.
6. In the event of any casual vacancy in the office of the Vice

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Principal, occurring by reason of resignation, incapacity, or death, or any other cause, Council shall on the recommendations of the Academic Board, appoint the most Senior Head of Department to act as Vice Principal for the residue of the term of office of the outgoing Vice Principal.

7. In the event of a temporary absence of both the Principal and the Vice Principal from the College, the most Senior Head of Department shall act as Principal.
8. The Vice Principal may resign from office by a letter addressed to the Chairperson of Council through the Principal.

### **Statute 13: Secretary of the College**

1. There shall be a Secretary of the College who shall be appointed by Council upon the recommendations of a Search Committee of Council and in accordance with the Act, and on such terms and conditions as Council shall determine.
2. The Secretary of the College shall act as Secretary to Council and non-voting member.
3. The Secretary of the College shall be the Chief Administrative Officer of the College and is answerable to the Principal of the College in the discharge of the administrative duties of the Secretary to the College.
4. The Secretary of the College or the representative of the Secretary of the College shall serve as Secretary of all other Boards and Statutory Committees of the College.
5. The Secretary of the College shall be responsible for the custody of the College Seal and for affixing same to relevant documents of Council and the Academic Board.
6. The Secretary of the College shall be responsible for the custody of all legal documents and records of the College.
7. The Secretary of the College shall regularly cause to be published all policy decisions of Council, the Academic Board and other Statutory Committees of the College.

8. The Secretary of the College shall perform any other functions as may be assigned by Council or delegated to the Secretary by the Principal of the College.
9. The Secretary of the College shall hold office for a term of four (4) years and may, upon application, be eligible for re-appointment for another term of four (4) years only, provided that no part of the second term enters the compulsory retirement age.
10. The Secretary of the College may resign from office by a letter addressed to the Chairperson of Council through the Principal of the College.

**Statute 14: College Librarian**

1. There shall be a College Librarian who shall be appointed by Council, to serve as the professional and administrative Head of College Library.
2. The College Librarian shall be responsible for the provision of adequate, relevant and up-to-date reading, and audio visual materials to support the teaching, research and community service functions of the College.
3. The College Librarian shall ensure the maintenance of a good environment for reading and learning in all the Libraries of the College.
4. The College Librarian shall be responsible for maintaining linkages with local and international organisations involved in library work.
5. The College Librarian shall, in conjunction with the Library Committee, and subject to the approval of Academic Board, formulate policies for the maximum development and utilisation of the libraries of the College.
6. The College Librarian shall exercise professional and administrative supervision over the staff under that College

Libraries to ensure the efficient and effective functioning of the libraries of the College.

7. The College Librarian shall perform any other functions assigned by the Principal of the College.
8. The College Librarian shall hold office for four (4) years on first appointment and may, on application by himself/herself be re-appointed for a further term of four (4) years only, provided that no part of the second term enters his/her compulsory retirement age.
9. The College Librarian may resign from office by a letter addressed to the Chairperson of Council through the Principal of the College.

#### **Statute 15: College Finance Officer**

1. There shall be a College Finance Officer who shall be appointed by Council on the recommendations of a Search Committee of Council.
2. The College Finance Officer shall be responsible to the Principal for the Financial Administration of the College in accordance with the Financial Administration Act 2003 (Act 654).
3. Without prejudice to the generality of the powers hereby conferred on the College Finance Officer by these Statutes, or any other Law, the specific functions of the College Finance Officer shall include the following:
  - (a) implementation of policies relating to accounting and financial control in the College;
  - (b) corporate planning with respect to budgeting and budgetary control and long term or strategic planning with regard to all the finances of the College;
  - (c) liaise with Ministries, Departments and Agencies (MDAs) in respect of financial matters affecting the College;
  - (d) be responsible for Treasury Management;

- (e) be responsible for the preparation and consolidation of final accounts and commenting on management reports for external auditors;
  - (f) be responsible for ensuring, on behalf of Council, that proper records are kept of all College property, assets, stocks and valuables of all funds in a register;
  - (g) exercise oversight responsibility for the accounting functions of other self-accounting and income-generating units of the College; and
  - (h) perform any other function assigned by the Principal of the College.
4. The College Finance Officer shall hold office for four (4) years and may, upon application by the Finance Officer be eligible for re-appointment for a further term of four (4) years only, provided that no part of the second term enters the compulsory retirement age; and
  5. The College Finance Officer may resign from office by a letter addressed to the Chairperson of Council through the Principal of the College.

**Statute 16: College Internal Auditor**

1. There shall be a College Internal Auditor, who shall be appointed by Council on the recommendation of a Search Committee of Council to serve as the Head of the Internal Audit Unit of the College.
2. The College Internal Auditor shall exercise professional and administrative supervision over staff under that Internal Auditor to ensure that the internal auditing system of the College is efficient and effective.
3. The College Internal Auditor shall, in accordance with the Internal Audit Agency Act 2003 (Act 658) and in conformity with standards and procedures provided by the Agency, set up under the Act, carry out periodic internal audit of the College

and submit reports thereof to the Audit Report Implementation Committee through the Principal of the College.

4. The College Internal Auditor shall hold office for a term of four (4) years and may, upon application by the College Internal Auditor be eligible for another four (4) years only, provided that no part of the second term enters the compulsory retirement age.
5. The College Internal Auditor may resign from office by letter addressed to the Chairperson of Council through the Principal of the College.

#### **Statute 17: Academic Board**

There shall be an Academic Board as provided for by the Colleges of Education Act.

#### **Statute 18: Composition of Academic Board**

The membership on the Academic Board shall be as follows:

1. The Principal of the College, who shall be the Chairperson.
2. The Vice Principal of the College.
3. College Librarian.
4. Heads of Department.
5. One representative of each Academic Department who shall be a Senior Staff A.
6. The Students Affairs Officer
7. Any other person co-opted by the Board, to attend any meeting of the Board as a non-voting member.
8. The Secretary of the College shall be Secretary to the Board.

#### **Statute 19: Powers and Functions of Academic Board**

Without prejudice to the generality of the powers of the Academic

Board prescribed by the Act and these Statutes, the powers and functions of the Academic Board shall be as follows:

1. To formulate and carry out the academic policy of the College and generally regulate and approve the programmes of instructions and examinations in the College.
2. To promote quality assurance in teaching, research and community service within the College and request, at the end of every academic year, reports from the Departments on their activities.
3. To approve Internal and External Examiners on the recommendations of Departmental Boards concerned, and to determine the terms and conditions of their appointment.
4. To remove or suspend examiners for negligence or inefficiency or other justifiable cause during the examiners term of office and in the case of death, illness or resignation of an Examiner or in the case of suspension or removal, appoint a replacement.
5. To make regulations on the admission of students and arrangements for the conduct of examinations.
6. To determine and where necessary admit continuing students of other Colleges to programmes of equal or similar category to the College.
7. To make regulations upon receiving reports or proposals from Departmental Boards relating to programmes of study, diplomas and other academic awards.
8. To award diplomas, certificates and other academic distinctions to persons who have pursued programmes of study or research approved by the Academic Board and have passed the prescribed examinations and or satisfied the Examiners.
9. To make recommendations to Council on the establishment of new Departments, the abolition, change of the scope of any Departments, into two or more Departments or the abolition of any existing Departments.

10. To determine, subject to any conditions made by donors which are accepted by Council, after reports or proposals from the Departmental Board concerned, the mode and conditions of competition for fellowships, scholarships, bursaries, medals and other prizes.
11. To make, subject to the formal approval of Council, rules and regulations guiding appointments, re-appointments, acting appointments and promotions of Senior Staff A of the College, to posts other than those reserved for Council by the Act and these Statutes.
12. To make regulations for the discipline of Students of the College and to take steps as it deems proper for controlling organisations, associations, unions and groups of the student body.
13. To consider, for the approval of Council, an annual statement of the estimates and accounts of the College as submitted by the Budgetary Committee.
14. To regulate the relationship between the College and associated institutions both national and international and other relevant industrial and commercial institutions
15. To refer proposals on any matter to Convocation for consideration.
16. To review the decisions of any of the Statutory Committees of the Academic Board, to reflect the collective wisdom of the Board and the best interest of the College.
17. Report back to the Council of a College of Education on matters referred to the Board by the Council.
18. To determine any other academic matters in the interest of the College.

**Statute 20: Meetings of Academic Board**

1. The Principal of the College shall convene meetings of the Academic Board at least twice each Semester.
2. At least five (5) days notice shall be given for any such meetings.

3. Emergency meetings may be convened by the Principal at any time upon giving all members of the Board at least 48 hours written notice.
4. A special meeting of the Academic Board may be convened on the written request of at least one-third (1/3) of the membership of the Board, submitted to the Principal with a statement of the matters to be discussed at such a special meeting. In the event of such a request being made, the Principal shall convene a special meeting within seven (7) days of receipt of such request stating the matters to be discussed.
5. The quorum for the transaction of business of the Academic Board shall be thirty per cent (30%) of the entire membership.

#### **Statute 21: Statutory Committees of the Academic Board**

Subject to the approval of Council, Standing Committees of the Academic Board shall be:

- (a) Executive Committee
  - (b) Staff Development and Research Committee
  - (c) Academic Planning and Quality Assurance Committee
  - (d) Works and Physical Development Committee
  - (e) Residence and Housing Committee
  - (f) Library Committee
  - (g) Academic Affairs Committee
  - (h) Professional Development Committee
1. The composition, meeting procedures and functions of the committees shall be in accordance with **Schedule B** to these Statutes

#### **Statute 22: Academic Units**

1. Academic Divisions of the College of Education shall be Departments and any other units of teaching and research as

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may be determined by the Council, on the recommendations of the Academic Board.

2. A Department shall have a Board and a Head appointed by Council.
3. The structure, status, functions and privileges of the academic divisions shall be in accordance with these Statutes.

### **Statute 23: Heads of Department**

1. Each Department shall have an appointed Head of Department.
2. The Head of Department shall hold office for three (3) years at a time.
3. In the absence of a Principal Tutor or Chief Tutor any other Senior Staff A may be appointed as Head of Department and may hold office for one year at a time.
4. The Head of Department shall be eligible for re-appointment for a maximum of two (2) terms.
5. It shall be the responsibility of the Head of Department, with the approval of the Academic Board, to organise teaching programmes, maintain acceptable standards of teaching and to ensure that facilities are available for research in their respective disciplines.
6. The Head of Department shall in consultation with members of the Department, be responsible for recommending to the Academic Board the development of syllabuses and courses as well as promotion of research in the department.
7. The Head of the Department shall have direct responsibility for departmental administration, recommendations for the appointment and promotion of staff, and subject to these Statutes for maintenance of discipline.
8. The Head of Department shall liaise with other Departments, professional institutions, associations and similar bodies on matters affecting that department.

9. The Head of Department shall consult with the Principal of the College in all matters affecting the Department.

**Statute 24: Departmental Boards**

1. There shall be established a Departmental Board in each Department comprising all the Senior Staff A (academic) of the Department and a member from each cognate Department as the Academic Board may determine.
2. Functions of the Departmental Board shall be to:
  - (a) Plan, implement and evaluate the work of the Department.
  - (b) Consider examination results in the Department, as Board of Examiners.
  - (c) Determine the allocation of teaching load in the Department.
  - (d) Consider vacancies in the Department and advise the Head of Department on how they should be filled.
  - (e) Consider the Departmental budget and allocate resources to cost centres and units within the Department.
  - (f) Deal with any other matter(s) referred to it by the Principal and Academic Board.
3. Meetings of the Departmental Board:
  - (a) The Departmental Board shall meet at least twice each semester.
  - (b) Meetings of the Departmental Board shall be convened by the Head of Department by giving at least three (3) days' notice in writing to all members of the Department.
  - (c) Emergency meetings may be convened by the Head of Department by giving at least a 24 hour notice in writing to all members of the Department.
  - (d) The Head of Department shall convene a special meeting of the Departmental Board at the written request of at

least one-third (1/3) of the members and the subject matter to be discussed. Such a meeting shall be convened within seven (7) working days of receiving the request.

- (e) The quorum for the transaction of any business of the Departmental Board shall be fifty per cent (50%) of the total membership at post.

#### **Statute 25: Non-Teaching Units**

1. The Non-Teaching units of the College shall be as follows:
  - (a) Planning and Quality Assurance Unit
  - (b) Academic Affairs Unit
  - (c) Internal Audit
  - (d) ICT
  - (e) Procurement Office
  - (f) Works and Development Office
  - (g) Guidance and Counseling Office
  - (h) Maintenance and Estate Units
  - (i) Student Affairs Unit
  - (j) Security, Health and Sanitation Unit
2. A Non-Teaching Unit shall have a Head and relevant personnel appointed by Council.
3. Council may, on the recommendations of the Academic Board, establish such other units and offices as it deems appropriate and appoint officers to occupy them.
4. The duties, remuneration, terms and conditions of office shall be determined by Council.

#### **Statute 26: Convocation**

1. There shall be Convocation of the College.
2. The Secretary of the College shall maintain a register of Convocation which shall be published each year.

**Statute 27: Composition of Convocation**

1. Members of Convocation shall be the following persons holding office in the College:
  - (a) The Principal of the College
  - (b) The Vice Principal of the College
  - (c) All other Senior Staff A
  - (d) Any other person approved by the Academic Board for this purpose, provided that any such person(s) shall not be entitled to vote in any proceedings of Convocation.
2. The Principal of the College shall preside over meetings of Convocation.
3. The Secretary of the College shall moderate proceedings of Convocation meetings.

**Statute 28: Functions of Convocation**

It shall be the function of Convocation to:

1. Receive a report from the Principal of the College on the state of the College and its future plans.
2. Express opinion on all matters affecting the College and refer any such matters(s) to the relevant statutory body for further consideration.
3. Appoint scrutineers for any statutory elections.

**Statute 29: Meetings of Convocation**

1. Meetings of Convocation shall be convened by the Secretary of the College in consultation with the Principal of the College.
2. Meetings of Convocation shall be held at least once every semester.
3. Emergency meetings may be convened upon the request of

not less than twenty-five (25) members of convocation in writing, stating the purpose of which the meeting is to be called; all members of Convocation shall be given at least 48 hours written notice. The notice summoning such a meeting shall specify the business to be considered.

4. No special meeting of Convocation shall be called within three (3) months of the previous meeting if the purpose of the intended special meeting is the same or substantially the same as that of the previous meeting.
5. The Secretary of the College shall moderate meetings and also serve as the secretary of Convocation.
6. The quorum of Convocation for the transaction of business shall be one-third (1/3) of its total membership.
7. Decisions of Convocation shall be arrived at normally by consensus. Where it becomes necessary for Convocation to vote on any issue, voting shall be by secret ballot.

### **Statute 30: Election of Convocation Member of College Council**

1. Convocation shall elect from among its members, one Senior Staff A to represent Convocation on the College Council.
2. The Returning Officer shall be the Secretary who shall be responsible for conducting the election by secret ballot. The secretary shall be assisted by three (3) scrutineers appointed by the Academic Board.
3. No election shall be valid until and unless the scrutineers have unanimously certified in writing to the Principal of the College that the counting of the votes and declaration of results thereof have been correctly carried out.
4. Each candidate for election shall be proposed by one member of Convocation and endorsed by two (2) others in writing to the Secretary. The candidate so proposed must append a signature to the nomination form to signify the candidate's willingness to stand.

5. The term of office of a Convocation member of Council shall be three (3) years.
6. A Convocation member on Council shall be eligible for election for a second term of three (3) years only.
7. In the event of a vacancy in the Convocation representation on Council through death, resignation or any other cause, the Secretary shall notify the members of Convocation of such vacancy and shall conduct a bye-election to fill such a vacancy within 21 days. Such a bye-election shall be conducted in the same way as a regular election and the person so elected shall hold office for the residue of the term of the member to be replaced.

**Statute 31: Matriculation**

1. A person enrolling in the College for the first time shall be matriculated.
2. A person shall not matriculate into the College unless that person has fulfilled the conditions prescribed by the Academic Board and has been accepted for admission.
3. The Academic Board shall determine the manner of matriculation into the College.

**Statute 32: Examinations**

1. The Academic Board shall prescribe the regulations governing all College examinations.
2. The Academic Board may, if it thinks fit, approve the examinations for any diploma or any part thereof and for other purposes, programmes of studies and syllabuses submitted to it by any Department of the College.
3. There shall be in each Department an Examinations Officer who shall in conjunction with the Head of Department be responsible for the conduct of Examination in the Department.

4. Boards of Examiners for all prescribed examinations shall be approved by the Academic Board upon the recommendations of their respective Departmental Boards.
5. The Head of Department shall be Chairperson of the Departmental Board of Examiners.

### **Statute 33: Congregation**

1. There shall be a Congregation of the College which shall be composed of:
  - (i) Chairperson and members of Council.
  - (ii) Members of Convocation.
  - (iii) Graduands of the College.
  - (iv) Alumni.
2. Congregation shall be held for the purpose of receiving reports and witnessing the ceremony for awarding diplomas and certificates of the College and for any other purposes determined by Council.
3. A Congregation for the conferment of regular diplomas and certificates shall be convened from time to time as determined by Council and shall be presided over by the Chairperson of Council.
4. The procedure for the presentation of Graduands and for the conferment of diplomas and certificates and other matters relating to Congregation shall be determined by the Academic Board for the consideration and approval of Council.

### **Statute 34: Discipline in the College**

1. The Principal of the College shall be responsible for discipline within the College and in this connection shall act in accordance with rules formulated by the Council.
2. The Principal of the College may delegate any part of the

Principal's authority in respect of discipline as shall seem appropriate.

3. The following are the penalties that may be imposed for breaches of discipline:
  - (i) Dismissal.
  - (ii) Termination of appointment.
  - (iii) Suspension for stated period without pay.
  - (iv) Reduction in rank or grade.
  - (v) Interdiction.
  - (vi) Stoppage of increment.
  - (vii) Forfeiture of pay for stated period.
  - (viii) Withholding an increment.
  - (ix) Reprimand.
  - (x) Warning.
4. For the purpose of these Statutes, penalties 34(3) shall be treated as major penalties which shall be imposed only by the Principal of the College in consultation with Council. This applies only in the case of Senior Staff A. For Senior Staff B and Junior Staff the Principal shall be responsible for administering both major and minor penalties.
5. Any person affected by the decisions of the Principal of the College or the person or body to whom an authority is delegated shall have the right of appeal as prescribed by the rules.
6. The Rules of Discipline are provided in **Schedule D** of the Statutes.

### **Statute 35: Appointments and Promotions**

1. There shall be Appointments and Promotions Committee for the engagement of the services of Senior Staff A of the College.
2. The Appointments and Promotions Board shall:
  - (a) recommend to Council for appointments to the Principal of the College/Chief Tutor and equivalent grades;

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- (b) engage and promote on behalf of Council other Senior Staff A;
  - (c) in urgent cases, approve an appointment for a period up to one year while the appointment is being regularised.
3. Composition, functions and rules of procedure of the Appointments and Promotions Committee are provided in **Schedule F**.

**Statute 36: Resignation/Retirement and Termination of Appointment**

1. Except as may be otherwise provided by Council, a Senior Staff A may resign from a position of appointment and thereby terminate the engagement within the College on giving, in writing under the Senior Staff A's signature to the Principal at least six calendar months' notice.
2. Except as may be otherwise provided in special cases by Council, a Senior Staff A appointed to a full-time post in the College on a renewable contract or till retirement shall retire from his/her appointment and all other offices held in the College by virtue of the appointment at the end of the academic year following the date on which the Senior Staff A attains the retiring age as specified by the College.
3. Council may terminate the appointment of any Senior Staff A of the College by giving six months notice of termination of appointment. The person shall have the right to appeal within one month of notice.
4. Where a person appeals against a notice of termination of an appointment, Council shall consider the appeal at least two months before the date on which the termination is due to take effect, and Council's decision shall be final.

**Statute 37: Academic Planning and Quality Assurance Office**

1. There shall be established, under the Principal's Office, a Planning and Quality Assurance Unit, headed by a Senior Staff A, designated Planning and Quality Assurance Officer, who shall be appointed by the Principal with the approval of the Academic Board.
2. Without prejudice to the generality of the functions hereby assigned to the Unit in Clause (1) above, the Head of Unit in consultation with the Heads of Department and the College Administration shall:
  - (i) co-ordinate the activities of the Departments regarding the preparation, implementation, monitoring and evaluation of strategic planning, as well as quality service delivery in respect of teaching, research, administration and the attainment of academic and service excellence.
  - (ii) prepare and maintain an up-to-date database on staff and students as well as basic statistics on the College; and
  - (iii) perform any other related functions as may be assigned to the Unit by the Principal of the College.
3. The term of office of the Planning and Quality Assurance Officer shall be three (3) years renewable for another term of three (3) years.

**Statute 38: Students' Representative Council**

- (a) **Name**  
The Body shall be known as the Students' Representative Council of the College, hereafter referred to as the SRC.
- (b) **Composition**  
As prescribed in the SRC Constitution of the College.
- (c) **Quorum**  
As prescribed in the SRC Constitution of the College.

**(d) Functions**

The SRC shall be the official representative of the Students of the College and shall be responsible for:

- (i) Promoting the general welfare and interests of students, coordinating the social, cultural, intellectual and recreational activities of the students of the College.
- (ii) Presenting the views of students to the appropriate bodies for consideration.
- (iii) Establishing links and maintaining cordial relationships with students of other Colleges and other tertiary institutions within and outside Ghana.
- (iv) Nominating students' representatives to serve on appropriate College Committees.
- (v) Promoting cordial relationship among all sections of the College Community and maintaining good relationship with past students of the College.
- (vi) Publishing records of students' activities.
- (vii) The SRC may appeal to the Principal of the College, through the Students' Affairs Officer and ultimately to the Council, whose decision shall be final.

**Statute 39: Halls of Residence**

1. There shall be Hall Wardens and Hall Masters who shall be appointed from among Senior Staff A by the Principal of the College.
2. The Hall Wardens and Hall Masters shall hold office for a term of two (2) years and may be eligible for re-appointment for a further term of two (2) years.
3. There shall be such number of Halls of Residence of the College and such other residential facilities as Council may determine.
4. Each Hall of Residence or other residential facility shall consist of such number of students and staff as the Residence and Housing Committee may determine. A Senior Staff A may be

assigned to a Hall of Residence as a Fellow, upon application by the Senior Staff A to the Residence and Housing Committee of the College.

5. The general regulations for Halls of Residence in the College and the Constitution for the internal administration of each Hall or facility shall be approved by the Academic Board upon the recommendations of the Residence and Housing Committee.
6. Each Hall of Residence and other residential facilities shall be managed subject to these Statutes, by a Hall Council, consisting of Senior Staff A and Junior Staff belonging to that Hall or residential facility in accordance with the Constitution of the Hall or Residential Facility.
7. Subject to these Statutes, the Hall Council shall be responsible for the discipline of Junior Staff in respect of breaches of discipline in the Hall or Residential Facility.

#### **Statute 40: Amendment of Statutes**

1. Amendments to the Statutes may be initiated through the Academic Board, which may make recommendations to Council in that regard.
2. Any proposal for amendments to the Statutes shall be made by the Academic Board at a special meeting which shall be convened at the instance of the Principal of the College or at least one-third (1/3) of the members of the Academic Board.
3. Prior to the date of the meeting, each member shall be given seven (7) working days' notice setting out the specific subject matter of the proposed amendments and the particular features of the Statute(s) to which they relate.
4. The quorum for the transaction of any business of the said special meeting shall be at least two-thirds (2/3) of the members of the Academic Board.
5. No proposal for amendment shall be valid unless it is adopted

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by a secret ballot of at least two-thirds (2/3) of all the members of the Academic Board present and voting.

**Statute 41: Amendment to Schedules**

1. The Academic Board shall have power to recommend to Council amendments of the Schedules (B-F) to the Statutes.
2. Upon the approval of any such proposal for amendment which shall be by a two-thirds (2/3) majority vote of the Academic Board at its regular meeting, the Board shall report same to Council in writing at the next meeting of Council.
3. Unless Council expresses its disapproval of the amendment at the said meeting, the approval of Council shall be deemed to have been given.

**Statute 42: Procedure for Enacting Statutes**

A statute of a college of education is enacted if

- (a) a draft of the statute has been circulated to the members of the Council of the college at least fourteen days before the meeting at which the statute is to be considered;
- (b) after consideration by the meeting the draft has been provisionally approved without amendment or only with amendments of which notice in writing was circulated to the members at least three days before the meeting;
- (c) the statute as provisionally approved has been circulated to the members of the Council of the college and where, in the opinion of the Council, the statute affects academic matters, the statute shall be circulated to the members of the Academic Board at least seven days before the meeting at which the statute is to be confirmed, and
- (d) the statute is confirmed without amendment at a meeting of the Council of the college held not less than one month

and not more than six months after the date of the meeting at which the statute was provisionally approved.

**Statute 43: Miscellaneous Provisions**

1. Unless otherwise provided by the Act, these Statutes or regulations adopted pursuant thereto, or the Schedules appended, the quorum for transactions of business of any College body shall be not less than one-half ( $\frac{1}{2}$ ) of the total membership of that body, or if such half is not a whole number, then the next higher whole number, except Council and Convocation meetings. If any Committee is unable to raise a quorum for two consecutive meetings, the Chairperson of that Committee shall report to the Executive Committee of the Academic Board for advice.
2. No decision reached at a meeting of any College body shall be valid unless it has received the approval of not less than one-half ( $\frac{1}{2}$ ) of the members present and voting at that meeting.
3. If there is an equality of votes in respect of any decision reached at any meeting of a College body, the Chairperson of the meeting shall have, in addition to the Chairperson's original vote, a casting vote.
4. Subject to such regulations as may be made under these Statutes, any questions as to the procedure to be observed in respect of any matter arising at a meeting of any College body shall be determined by the Chairperson of such a meeting.
5. Proceedings of Council, Academic Board, Convocation and Statutory Boards and Committees of the College (and all documents relating to them) shall be regarded as confidential and restrictive and shall neither be made available nor disclosed to non-members of those bodies or outsiders unless by the orders of Council or a Court of competent jurisdiction.
6. No act or decision of a College body shall be invalid by reason of the existence of any vacancy among its members.

7. Any matters not expressly provided for in the Act or these Statutes or in any regulation of the College may be determined by the Principal of the College in consultation with the Academic Board and subject to the approval of Council.

**Statute 44: Interpretation**

These Statutes shall be interpreted in such a manner as not to conflict with the existing Laws of Ghana. In the event of a dispute pertaining to the interpretation of these Statutes, an aggrieved party shall exhaust all local remedies available. The decision of Council shall be final.

**Statute 45: Commencement**

These Statutes shall be deemed to have come into force on this . . . . day of ..... 20.....

**Statute 46: Transitional Provisions**

1. Any Senior Staff A of the College, who immediately before the coming into force of these Statutes, held any statutory position with or without a fixed term shall continue to hold such office as if he/ she were appointed under these Statutes.
2. Any persons to whom Clause (1) above applies, who shall have already served more than one term upon the coming into force of these Statutes, shall be deemed to be in that person's final term of office. Where the person did not have a fixed term of office, that person would be deemed to be in the first term of office.



## **SCHEDULES**

SCHEDULE A  
STANDING COMMITTEES OF COUNCIL

**A1. Finance Committee**

**1. Membership and Tenure:**

- (a) Membership of the Finance Committee shall comprise:
  - (i) Chairperson of Council – Chairperson
  - (ii) Principal of the College
  - (iii) Vice Principal of the College
  - (iv) Secretary of the College
  - (v) College Finance Officer
  - (vi) College Internal Auditor
  - (vii) Two Members of Council not staff of the College
  - (viii) Three Heads of Department elected by Academic Committee
- (b) The term of office of all elected or appointed members of the Finance Committee (other than ex-officio members) shall be two years subject to re-appointment or re-election

**2. Meetings and Quorum**

- (a) The Finance Committee shall meet at least two times in a semester.
- (b) In the absence of the Chairperson, a member of Council shall preside over meetings.
- (c) The quorum for meeting shall be fifty per cent (50%) including the Chairperson and Principal.

**3. Functions**

The Finance Committee shall have power to:

- (a) Invest and otherwise manage College funds.
- (b) Incur or authorise persons or bodies to incur expenditure from College Funds, including any income accruing to any Section of the College.

- (c) Control and regulate such expenditure by means of annual or other budgeting, by making allocations subject to any conditions it may determine, and by such means as it may deem fit.
- (d) Approve annual estimates for transmission to the National Council for Tertiary Education (NCTE) on behalf of Council.
- (e) Prepare the annual accounts of the College for approval by Council.
- (f) Perform all functions assigned to it by the College's Financial and Stores Regulations.
- (g) Carry out any other functions delegated by Council.

## **A2. Development Committee**

### **1. Membership and Tenure**

- (a) Membership of the Development Committee shall comprise:
  - (i) Principal of the College – Chairperson
  - (ii) Vice Principal of the College
  - (iii) Two (2) members of Council not in the employment of the College
  - (iv) Heads of Department elected by Academic Board
- (b) In attendance are Secretary of the College, College Finance Officer, Works and Development Officer and Estate Officer
- (c) The term of office of all elected or appointed members of the Development Committee (other than ex-officio members) shall be two years subject to re-appointment or re-election

### **2. Meetings and Quorum**

- (a) The Development Committee shall meet at least two times in a semester.

- (b) In the absence of the Principal of the College, the Vice Principal of the College shall chair/ preside over such meetings.
- (c) The quorum for meeting shall be fifty per cent (50%) including the Principal of the College and Vice Principal of the College.

3. **Functions**

The Development Committee shall:

- (a) be responsible for all matters concerning the acquisition, development, maintenance and use of land, buildings, and property that fall within the functions of Council;
- (b) without prejudice to the generality of these powers, the Committee shall within the financial resources made available to it by the Finance Committee, have power to:
  - (i) Determine building programmes and approve plans for the physical development of the College,
  - (ii) Appoint such consultants and other professional persons as, in its view, are required for the best implementation of the plans,
  - (iii) Control all design matters,
  - (iv) Take all such steps as it deems fit for the development, care and maintenance of the property of the College.

**A3. Entity Tender Committee**

1. **Membership and Tenure**

- (a) Membership of the College Tender Committee shall comprise:
  - (i) Chairperson of Council – Chairperson
  - (ii) Secretary of the College
  - (iii) College Finance Officer
  - (iv) A Lawyer appointed by Council
  - (v) One Member nominated by the Development Committee

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- (vi) One Member appointed by the Ministry of Education
  - (vii) One Member appointed by the National Council for Tertiary Education (NCTE)
  - (viii) One Representative of the Students' Representative Council (SRC)
  - (ix) One Representative of the Association of College Teachers
- (b) In attendance are Principal, Works and Development Officer and Procurement Officer.
  - (c) The term of office of all elected or appointed members of the Tender Committee (other than ex-officio members) shall be two years subject to re-appointment or re-election.
2. **Meetings and Quorum**
- (a) The Tender Committee shall meet as and when the need arises.
  - (b) In the absence of the Chairperson, a member outside the College shall chair/ preside over such meetings.
  - (c) The quorum for meeting shall be fifty per cent (50%) including the Chairperson and Principal.
3. **Functions**
- The Tender Committee shall have the power to perform the following functions in accordance with the Public Procurement Act, (Act 663, 2003) to:
- (a) review procurement plans to ensure that they support the objectives and operations of the College;
  - (b) confirm the range of acceptable costs of items to be procured and match them with available funds in the approved budget;
  - (c) review the schedules of procurement and specifications and also ensure that the procurement procedures are in strict conformity with the provisions of Act 663;
  - (d) ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the

applicable threshold in schedule 3 of Act 663, prior to the award of the contract;

- (e) facilitate contract administration and ensure compliance with all reporting requirements under Act 663; and
- (f) ensure that stores and equipment are disposed of in accordance with Act 663.

#### **A4. Audit Report Implementation Committee**

##### 1. Membership and Tenure:

- (a) Membership of the Audit Report Implementation Committee (ARIC) shall comprise:
  - (i) Member of Council who acts as chairperson
  - (ii) Principal of the College
  - (iii) Procurement Officer or Senior Accountant
  - (iv) One representative – Internal Audit Agency
  - (v) One representative – Institute of Professional Auditors
- (b) In attendance are the Vice Principal of the College, Secretary of the College and College Internal Auditor;
- (c) The term of office of all elected or appointed members of the Audit Report Implementation Committee (other than ex-officio members) shall be two years subject to re-appointment or re-election.

##### 2. Meetings and Quorum

- (a) The ARIC Committee shall meet at least twice a semester
- (b) In the absence of the Chairperson, a member outside the College shall chair/preside over such meetings.
- (c) The quorum for meeting shall be fifty per cent (50%) including the Chairperson and Principal.

##### 3. Functions

The Audit Report Implementation Committee shall have the power to perform the following functions in accordance with the Audit Service Act (Act 584, 2000):

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- (a) to ensure that the Principal of the College
    - (i) ensure the implementation of the recommendations in all audit reports of the College;
    - (ii) follow-up Auditor-General and Public Accounts Committee's recommendations as well as recommendations in internal audit reports;
    - (iii) provide advice to management on risk management, internal control compliance with laws, regulations and ethical standards;
    - (iv) ensure that the Principal of the College pursue the review and implementation of matters in all audit reports as well as financial matters raised in the reports of Internal Monitoring Units in the College;
    - (v) ensure that the Principal of the College annually prepares a statement showing the status of implementation of recommendations made in all audit reports as well as the Auditor-General's reports which have been accepted by Parliament and any other related directives of Parliament.
  - (b) The statement shall show remedial actions taken or proposed to be taken to avoid or minimise the recurrence of undesirable features in the accounts and operations of the College and the time frame for action to be completed.
  - (c) The statement referred to above shall be endorsed by the Chairperson of Council and forwarded to Parliament, Office of the President, the Director-General of the Internal Audit Agency (IAA) and the Auditor-General through the sector Minister within six months after Parliamentary decisions on the Auditor-General's reports.
    - (i) Review and advise on the strategic and annual internal audit plans.
    - (ii) With regard to Internal Audit, the ARIC shall:  
Monitor the performance of Internal Audit Unit

- against its annual internal audit plans and strategic plans.
- (iii) Monitor the implementation of agreed audit recommendations.
  - (iv) Review the activities, resources and organisations structure of the Internal Audit Unit and ensure that no unjustified restrictions or limitations are placed on the Internal Auditor.
  - (v) Review the effectiveness of the Internal Audit Unit and ensure that it has appropriate standing within the institution.
  - (vi) Meet separately with the Head of Internal Audit to discuss any matters that the ARIC or Internal Auditors believe should be discussed privately.
  - (vii) Ensure that significant findings and recommendations made by the Internal Audit and Management's responses are received, discussed and appropriately acted on.
- (d) In respect of compliance with laws and financial regulations, the ARIC shall:
- (i) Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any fraudulent acts or non-compliance.
  - (ii) Obtain regular updates from management regarding compliance matters that may have a material impact on the College accounting record or compliance regulations.
  - (iii) Be satisfied that all regulatory compliance matters, related to the operations of the College have been considered in the preparation of the accounting records.

## **A5. Appointment and Promotions Committee**

There shall be an Appointment and Promotions Committee for the engagement of the services of Senior Staff A of the College.

### **1. Membership and Tenure**

- (a) Membership of the Appointment and Promotions Committee shall comprise:
  - (i) Principal of the College – Chairperson;
  - (ii) Vice Principal of the College;
  - (iii) Two Members not below the rank of principal tutors elected by the Academic Board one to represent Science and Technology and the other to represent the Social Sciences and Liberal Arts;
  - (iv) Head of Department/Unit in which the appointment is being made;
  - (v) One External Assessor in the candidate's area of specialisation.
- (b) The Secretary of the College shall be in attendance and act as secretary.
- (c) The term of office of all members of the Committee (other than ex-officio members) shall be two years subject to re-appointment or re-election.

### **2. Meetings and Quorum**

- (a) The Appointment and Promotions Committee shall meet as and when necessary.
- (b) The quorum for meeting shall be five members including the Principal.

### **3. Functions**

The Appointment and Promotions Committee shall:

- (a) Recommend to Council for the appointment of Senior Staff A (teaching and non-teaching e.g. Assistant Tutor, Tutor, Senior Tutor and above and equivalent grades).

- (b) Recommend to Council for appointment/ promotions to Principal tutors and above and equivalent grades.
- (c) Recommend the appointment and promotion of senior and junior staff.
- (d) Engage and promote other Senior Staff A on behalf of Council.
- (e) Approve an appointment for a period of up to one year in urgent cases, pending the regularisation of the appointment.
- (f) To recommend to Council the appointment of Academic and Administrative staff where appropriate.
- (g) Draw up and review the criteria for appointment/ promotions from time to time

#### **4. Rules and Procedures**

- (a) No business shall be conducted in the absence of the Principal of the College or the Vice Principal of the College.
- (b) The Principal shall be present for appointments or promotions to Principal/ Chief Tutor and equivalent grades
- (c) The Committee shall review applications received in the light of the following:
  - (i) Applicant's formal qualifications, experience and age;
  - (ii) Status of contract (short-term, long-term, post-retirement, etc.);
  - (iii) Recommendations of the Departments/ Units where applicable
  - (iv) Report(s) of External Assessors where applicable.
- (d) Appointment/ promotion shall be made to a named department or departments/ unit.
- (e) Proceedings of the Appointment and Promotions Committee shall be kept in the form of Minutes on general policy matters and Minutes of individual appointments.
- (f) Minutes on general policy matters shall be sent to all Heads

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- of Department/Units.
- (g) Relevant extracts from the Minutes in respect of individual appointments shall be made available only by the Principal to competent authorities if required.
  - (h) All documents in the appointment process and all discussions at the Appointment and Promotions Committee shall be confidential.
  - (i) The Secretary of the College shall communicate the decision of the Appointment and Promotions Committee to the applicant within three weeks, and in the case of appointments requiring prior approval by the College Council, within two weeks after such approval.
  - (j) The Appointment and Promotions Committee may, on application, review its own decisions affecting appointment/promotion. For this purpose, the full membership of the Appointment and Promotions Committee shall be present.
  - (k) Appeals shall lie from the Appointment and Promotions Committee to the College Council. In considering such appeals, Council may be assisted by an expert appointed by Council.
  - (l) Any member who disagrees with the decisions of the Appointment and Promotions Committee may petition Council within the 7 days on receipt of the communication from the Secretary of the College. Council's decision on any appeal is final.

## SCHEDULE B

## COMMITTEES OF ACADEMIC BOARD

**B1. Executive Committee****1. Membership**

- (i) Principal of the College – Chairperson
- (ii) Vice Principal of the College
- (iii) Heads of Department
- (iv) Two Members who are not Heads of Department elected by Academic Board one representing Liberal Arts and Social Sciences
- (v) Students' Affairs Officer
- (vi) Secretary of the College – Secretary

**2. Meetings and Quorum**

Fifty percent (50%) including the Principal of the College or Vice Principal of the College

**3. Functions**

- (i) To serve as an advisory body to the Principal of the College and provide oversight and coordination of the development and implementation of strategic initiatives as well as other efforts and projects designed to advance the goals of the College;
- (ii) To monitor progress in achieving and realising strategic objectives of the College;
- (iii) To consider and develop appropriate processes and methods for actively engaging the departments and units in a comprehensive and integrated strategic planning;
- (iv) To identify the principles for resource allocation of departments and units;
- (v) To consider any matter that it may deem fit from time to time on behalf of the Academic Board;

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## **B2. Staff Development and Research Committee**

### **1. Membership**

- (i) Principal of the College – Chairperson
- (ii) Vice Principal of the College
- (iii) Heads of Department
- (iv) College Finance Officer
- (v) One Member elected from Academic Board
- (vi) Librarian
- (vii) Secretary of the College

### **2. Meetings and Quorum**

Fifty percent (50%) of the membership

### **3. Functions**

- (i) To examine and take appropriate action on grants for research, conferences and scholarships as may be approved by the Academic Board.
- (ii) To consider research proposals, approve and disburse funds allocated for the purpose.
- (iii) To receive and study applications, and recommend the granting of scholarships to appropriate persons
- (iv) To support funding for inservice training, research and conferences.
- (v) To formulate policy on the College's publications.
- (vi) To find assessors in consultation with departments to evaluate documents for publication.
- (vii) To consider and recommend for approval specific works for sponsorship or publication by the College
- (viii) To administer funds provided for editing of the Principal's Annual Report and any other official publications of the College.
- (ix) To formulate a Staff Development Policy for the College.

**B3. Academic Planning and Quality Assurance Committee****1. Membership**

- (i) Vice-Principal of the College – Chairperson
- (ii) Heads of Department
- (iii) Works and Development Officer
- (iv) ICT Officer
- (v) Quality Assurance Officer
- (vi) Students Affairs Officer
- (vii) College Internal Auditor
- (viii) College Finance Officer or College Finance Officer's representative

**2. Meetings and Quorum**

Fifty percent (50%) of the membership

**3. Functions**

- (i) To develop policy and standards for planning, quality assurance and assessment.
- (ii) To maintain guidelines and standards for ensuring best practices in departments and units.
- (iii) To review and recommend new academic plans and new assessment system.
- (iv) To develop policy and standards for planning quality assurance and needs assessment.
- (v) Oversee the organisation and development of ICT as a vital tool in service delivery in all departments and units.
- (vi) To plan new academic programmes and to direct them to the appropriate body for accreditation.

**B4. Works and Physical Development Committee****1. Membership**

- (i) Vice-Principal of the College – Chairperson
- (ii) Students' Affairs Officer

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- (iii) Works and Development Officer
  - (iv) Officer in charge of Health and Sanitation
  - (v) Two Members elected from the Academic Board – one representative of teaching staff and from non-teaching staff
  - (vi) One Students' Representative
  - (vii) Secretary of the College or Representative
  - (viii) Officer in charge of security
2. **Meetings and Quorum**  
Fifty percent (50%) of the membership
3. **Functions**
- (i) To oversee the running of the College Estate (buildings and grounds) and carry out other functions assigned to it.
  - (ii) To carry out needs assessment.
  - (iii) To recommend security and safety measures to the Academic Board.
  - (iv) To be responsible for all security and safety matters of the College.
  - (v) To advise the College on matters relating to the health of staff, students and all service providers.
  - (vi) To recommend appropriate measures on sanitation, security and safety on all College premises.
  - (vii) To ensure implementation of safety decisions on maintenance, health, security and sanitation matters at the College.

## **B5. Residence and Housing Committee**

1. **Membership**
- (i) Vice Principal of the College – Chairperson
  - (ii) Head of Students' Affairs Unit
  - (iii) Students' Representative Council
  - (iv) Heads of Hall of residence

- (v) One Representative of the teaching and non-teaching staff
  - (vi) Hall Presidents
  - (vii) Maintenance and Housing Unit Officer
  - (viii) Estate Officer
2. **Quorum**  
Fifty per cent (50%) of the entire membership including the Chairperson
3. **Functions**
- (i) To carry out needs assessment.
  - (ii) To identify and allocate houses to staff.
  - (iii) To review the housing/ accommodation policy and procedures of the College.
  - (iv) To monitor and ensure the effective operation of the Hall Management system of the College.
  - (v) To ensure adequate supervision and welfare of students
  - (vi) To advise Academic Board on matters relating to the conduct of Students in the Halls of residence.
  - (vii) To formulate policy on students' accommodation both in and outside the College.

## **B6. Library Committee**

1. **Membership**
- (i) Vice Principal of the College – Chairperson
  - (ii) College Librarian
  - (iii) One Representative of Departmental Board
  - (iv) One Representative of Students' Representative Council
  - (v) A Representative of Secretary of the College
2. **Meetings and Quorum**  
Fifty per cent (50%) of the entire membership including the Chairperson

**3. Functions**

To formulate, direct and supervise library policy subject to the approval of the Academic Board.

**B7. Academic Affairs Committee**

**1. Membership**

- (i) Vice Principal of the College – Chairperson
- (ii) Quality Assurance Officer
- (iii) Heads of Department
- (iv) Academic Affairs Officer
- (v) Internship Coordinator (Under Academic Affairs Unit)

**2. Meetings and Quorum**

Fifty per cent (50%) of the entire membership including the Chairperson

**3. Functions**

- (i) To make recommendations to Academic Board on admissions policy.
- (ii) To review from time to time the admissions policy.
- (iii) To approve departmental admissions.
- (iv) To draw up a composite time-table for teaching and examinations in consultation with Heads of Department and to allocate lecture rooms for teaching, learning and examinations.
- (v) To advise on the organisation of internships for students.
- (vi) To formulate policies that will improve or enhance partnership between the Colleges and schools.

**B8. Professional Development Committee**

**1. Membership**

- (i) Vice Principal of the College – Chairperson

- (ii) Students Affairs Officer
- (iii) Secretary of the College or Representative
- (iv) School Internship Coordinator
- (v) One Representative from each Department
- (vi) Two SRC Representatives (One male, one female where applicable)

**2. Meetings and Quorum**

Fifty per cent (50%) of the entire membership including the Chairperson

**3. Functions**

- (i) To advise the Academic Board on some of the best practices to be adopted for professional teacher development, education and training.
- (ii) To be responsible for the organisation of internship for students.
- (iii) To formulate policies that will improve or enhance partnership between the Colleges and schools within and outside Ghana.
- (iv) To make arrangements for the placement of students in the education industry and advise on placement issues.
- (v) To formulate policies to Academic Board regarding internship.

## SCHEDULE C

## STRUCTURE OF ACADEMIC UNITS OF THE COLLEGE

The structure of the Academic Units of the College may comprise the following and any other that may be created by the Academic Board

DEPARTMENTS	UNITS
1. Languages	(a) English (b) Ghanaian Languages (c) French (d) Communicative Skills
2. Education	(a) Education Studies (b) Guidance and Counseling (c) Early Childhood (d) Professional Development (Micro Teaching and Internship)
3. General Studies	(a) Information Retrieval (b) African Studies (c) Liberal Studies (d) Civic, Ethics and Moral Education
4. Social Sciences	(a) Social Studies (b) Geography (c) Economics (d) History (e) Religious Studies
5. Mathematics and Computer Studies	(a) Mathematics (b) ICT (c) Computer Studies
6. Sciences	(a) Chemistry (b) Physics

- (c) Biology
  - (d) Agriculture
  - (e) Integrated Science
  - (f) Physical Education
  - (g) Environmental and Sanitation Studies
7. Vocational and Technical Education
- (a) Home Economics (Sewing, Catering, Food & Nutrition)
  - (b) Art Related
  - (c) Technical (Woodwork, Block work, Metalwork, Graphic Communication, Design and Making)
8. Creative Arts
- (a) Music and Dance
  - (b) Fine Art
  - (c) Graphic Design

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SCHEDULE D

RULES OF DISCIPLINE

**D1. Rules of Discipline in the College**

1. These rules shall be referred to as the Disciplinary rules and, except as provided, shall apply to all staff and students of the College.
2. 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 any duty imposed on person as such, or which contravenes any regulation, instruction or directive relating to employees and or Students of the College or which is otherwise prejudicial to the efficient functioning of the College, or tends to bring the College into disrepute shall constitute a misconduct and the setting forth in Rules 3 and 4 of a particular type of misconduct shall not be taken to affect the generality of this Rule.
3. It is a misconduct for an employee of the College:
  - (a) to be absent from duty without leave or reasonable excuse;
  - (b) to be insubordinate to employee's superiors;
  - (c) to use, without the consent of the appropriate authority, any property or facility provided for the purposes of the College for some purpose not connected with the work of the College and/or not within the scope of responsibilities, without the consent of employee's Head of Department;
  - (d) to engage in any activity which is likely to bring the College into disrepute.
4. It shall be misconduct for a Student of the College:
  - (a) To be absent from the campus, without permission or reasonable excuse;

- (b) To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
  - (c) To be insubordinate to superiors; and
  - (d) To indulge in any anti-social activities while in residence or outside the campus which tend to bring the College into disrepute.
5. For breaches of any of the provisions of Rules 2, 3 and 4, any of the penalties, as appropriate, specified in these Statutes may be imposed in any disciplinary proceedings.
6. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.
7. Where in the opinion of the Principal of the College, a major penalty should be imposed in any disciplinary proceedings, the Principal shall appoint officer(s) within the College to conduct an enquiry into the charges and make appropriate recommendations.
- (a) In the case of Junior Staff, the Principal of the College shall appoint an Ad hoc Committee on which a representative of the Junior or Staff Association shall serve;
  - (b) In the case of Senior Staff, the Principal shall appoint an Ad hoc Committee on which a representative of the Senior Staff Association shall serve; and
  - (c) In the case of Students, the Principal of the College shall appoint an Ad hoc Committee on which a representative of the Students Representative Council shall serve;
  - (d) In the case of Senior Staff A, the Principal of the College shall refer the matter to the Disciplinary Committee established under these Statutes to conduct an enquiry into the charges and make appropriate recommendations to that staff.

## **D2. Disciplinary/Grievance Committee**

1. There shall be established a Disciplinary/Grievance Committee

composed of the Vice Principal of the College as Chairperson and four members elected by Convocation, two of whom shall be Heads of Department and two shall be at least of the rank of Tutor. The Secretary of the College shall serve as Secretary to the Board and the quorum for transaction of business shall be half the number of members. The Board may, at its discretion, invite any other person(s) to be in attendance.

2. (a) In every case where a disciplinary or grievance enquiry is to be conducted under Rule 7, the person concerned shall be served with written charges and be given the opportunity to state the grounds for exculpation. The person shall also be entitled to be accompanied to the inquiry by a friend and to all witnesses on that person's behalf and to hear the evidence of any witnesses against him/her.
- (b) If no reply is received within the time specified in the notice, the Disciplinary / Grievance Committee will proceed against the person, in the person's presence or absence.
- (c) The provisions will apply in every case against any offender whether the person is within or outside the country.
3. The provisions of Rule 7 shall, however, not apply to Junior Members of the College.
4. A person, other than a Student of College adversely affected by any decision of the Principal shall be entitled to appeal, within seven days of notification of the decision, to the College Council whose decision shall be final. In the case of minor penalties any aggrieved person adversely affected by a decision may within seven days appeal to the Principal of the College whose decision shall be final.
5. All major penalties imposed on Students shall be subject to approval by the Principal of the College.
6. In all disciplinary proceedings which might result in the imposition of major penalties, except in the case of Students, the Principal of the College may, on advice or in the Principal's

own discretion, interdict the persons affected until the final determination of the cases against them. During interdiction a person may be paid such salary as the Principal may prescribe, but shall not be less than two-thirds of the persons gross salary.

- (a) Notwithstanding the provisions of paragraph 13 of these rules, any member of staff who shall be absent from duty without leave or reasonable cause shall not be entitled to any salary for the period that he/she stays away from duty. The non-payment of salary shall be without prejudice to any disciplinary action which may be taken against the person.
- (b) Without prejudice to the taking of disciplinary proceedings in respect of any absence from duty without leave or reasonable cause, where an employee is absent from duty without leave or reasonable cause for more than 10 consecutive working days, the employee may be regarded as having resigned from employment without notice. If the employee's whereabouts are known that employee must be informed in writing that his/her absence from duty has been thus regarded.

### **D3. Disciplinary Committee (Senior Staff A)**

#### **1. Membership**

- (i) Vice Principal of the College – Chairperson.
- (ii) Two (2) Heads of Department elected by the Academic Board.
- (iii) Two (2) Tutors elected by the Academic Board.
- (iv) Representatives of the affected Member's Union.
- (v) Senior Staff A with a legal background.
- (vi) Secretary of the College – Secretary

#### **2. Quorum**

- (i) Fifty per cent (50%) of the entire membership including the Chairperson.

- (ii) In the event of an objection being raised against the Chairperson or any individual member of the Committee, the Principal of the College shall appoint a replacement – and the most Senior Head of Department shall be appointed to replace the Chairperson whilst the Principal of the College may appoint any other person that Principal of the College deems fit to replace individuals against whom objections may be raised by an aggrieved staff.

**3. Functions**

- (i) To charge the member concerned with the cases of misconduct or breaches levelled against that member.
- (ii) To provide that member with an opportunity to defend himself/herself against the charges of misconduct or breaches of disciplinary rules and regulations.
- (iii) To make recommendations on the necessary sanctions to the Principal for the consideration of Council.

**D4. Disciplinary Committee (Senior Staff B and Junior Staff)**

**1. Membership**

- (i) Chairperson to be appointed by Principal of the College.
- (ii) Head of Department of the affected staff.
- (iii) Senior Staff A with legal background.
- (iv) Representative of the affected staff's Union.
- (v) Assistant Secretary (Human Resource) – Secretary.

**2. Quorum**

- (i) Fifty per cent (50%) of the entire membership including the Chairperson.
- (ii) In the event of an objection being raised against the Chairperson or any individual member of the

Committee, the Principal shall appoint a replacement – and the most Senior Head of Department shall be appointed to replace the Chairperson whilst the Principal of the College may appoint any other persons that Principal of the College deems fit to replace individuals against whom objections may be raised by an aggrieved staff.

(c) **Functions**

- (i) To charge the member concerned with the cases of misconduct or breaches leveled against him/her.
- (ii) To provide the member concerned with an opportunity to defend himself/herself against the charges of misconduct or breaches of disciplinary rules and regulations.
- (iii) To make recommendations for the necessary sanctions to be imposed to the Principal of the College for the consideration of Council.

**D5. Disciplinary Committee (Junior Staff)**

(a) **Membership**

- (i) Chairperson – to be appointed by Principal of the College
- (ii) Hall Master/Warden of the affected student
- (iii) Hall Counsellor
- (iv) One representative nominated by the Students Representative Council
- (v) Senior Staff appointed by the Principal of the College taking into account the subject matter of offence under consideration.

(b) **Quorum**

- (i) Fifty per cent (50%) of the entire membership including the Chairperson.

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- (ii) In the event of an objection being raised against the Chairperson or any individual member of the Committee, the Principal of the College shall appoint a replacement – and the most Senior Staff A shall be appointed to replace the Chairperson whilst the Principal of the College may appoint any other person that Principal of the College deems fit to replace individuals against whom objections may be raised by an aggrieved student.
  - (c) **Functions**
    - (i) To charge the student concerned with the cases of misconduct or breaches leveled against that student.
    - (ii) To provide the student with an opportunity to defend himself/herself against the charges of misconduct or breaches of disciplinary rules and regulations.
    - (iii) To make recommendations to the Principal for the necessary sanctions to be imposed for the consideration of Council.

## SCHEDULE E

REGULATIONS AND RULES GOVERNING HALLS  
OF RESIDENCE**E1. Establishment of Halls of Residence**

- (a) There shall be established in the College such Halls of Residence as Council may from time to time determine.
- (b) The membership of each Hall shall consist of students (residents and non-residents) assigned to it who shall be known as Students. The Senior Staff A of the College assigned to it shall be known as 'Fellows'. The assignment of Students and Fellows to Halls shall be in accordance with procedures laid down by the Academic Board.
- (c) The governing body of each Hall shall be the Hall Council which shall be responsible, subject to the Act, Hall constitution, Statutes and Regulations of the College, for all matters concerning the Hall. The Hall Council shall meet at least once every semester.
- (d) There shall be Hall Council which shall consist of the Hall Master/Warden, Hall Administrator and three elected fellows of the Hall, including the President, Secretary and Treasurer of the Junior Common Room Executive Committee.
- (e) The officers of each Hall shall consist of the Hall Master/Warden, the Hall Administrator, Counsellors of the Hall, and such other officers as the Hall Council shall decide.
  - (i) The Hall Master/Warden shall be appointed by the Principal for a two (2) year term. The Hall Master/Warden may be eligible for re-appointment for another two (2) year term only, provided that no

part of his/her second term shall have entered his/her compulsory retirement period.

- (ii) In the absence of the Hall Master/Warden the Hall Administrator shall act until a Hall Master/Warden is appointed.
- (iii) Hall Counsellors shall be appointed by the Principal from among the Fellows of the Hall on the recommendations of the Hall Council for a two-year term, subject to re-appointment. The number of Hall Counsellors for each Hall shall be determined on a ratio of one Counsellor to fifty (50) students.

## **E2. Duties and Conditions of Tenure of Hall Officers**

### **(a) The Hall Master/Warden**

The Hall Master/Warden shall be the Head of the Hall and shall be responsible to the Principal in the management of the affairs of the Hall.

### **(b) Hall Administrator**

The Hall Administrator shall be the principal officer of the Hall and shall be responsible to the Hall Master/Warden in the performance of that Hall Master/Warden's duties.

### **(c) Hall Counsellor**

The Hall Counsellor shall be responsible to the Hall Master/Warden and assist him/her in the discharge of his/her duties.

## **E3. Removal of Hall Master/Warden**

- (a) The Hall Master/Warden may be removed from office by the Principal on the recommendations of the Hall Council at a specially convened meeting for that purpose at the

request of at least one-third (1/3) of the Fellows of the Hall Council. The resolution for the removal of the Hall Master/Warden shall be supported by not less than two-thirds (2/3) of the members of the Hall.

**E4. Removal of Other Officers**

Any Hall Officer other than the Master/Warden may be removed during his/her term of office for sufficient cause upon the recommendation of the Hall Master/Warden to the Hall Council at a special meeting convened for that purpose.

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## SCHEDULE F

### PROCEDURE FOR APPOINTMENT AND PROMOTIONS

#### **F1. Vacancies**

- (a) Vacancies shall be announced by internal and/or external advertisement as appropriate.
- (b) Such vacancies may be filled through:
  - (i) Secondment from other Colleges under a scheme of staff exchange.
  - (ii) Technical assistance.
  - (iii) A recommendation by the Principal in consultation with Head of Department as appropriate.
  - (iv) Application by individuals on their own initiative.

#### **F2. Appointment by Promotion**

- (a) Promotion shall normally proceed from one rank to the immediate next rank, i.e. from Tutor to Senior Tutor to Principal Tutor to Chief Tutor.
- (b) Notwithstanding the normal progression as stated in F2a any member of the College may apply at any time to be promoted to any rank for which he/she considers himself/herself qualified.

#### **F3. Submission of Application**

- (a) Application indicating the position sought and the area of discipline concerned shall be submitted to the Head of Department with a covering letter copied to the College Secretary.

- (b) The Head of Department shall forward to the Secretary of College one copy of each application submitted as confirmation that the application has been received and the forwarding letter shall be copied to the Secretary of the College.
- (c) In the case of any person applying from outside the Secretary of the College such application shall be sent to the Secretary of the College who shall refer it to the Head of Department to be processed as in F3b.

**F4. Departmental Appointment and Promotions Review Committee**

- (a) There shall be a Departmental Appointment and Promotions Review Committee comprising all Heads of Department in cognate Departments and persons of Principal and Chief Tutor rank in the Department.
- (b) The Departmental Appointment and Promotions Review Committee shall meet at least once a Semester.
- (c) On receipt of an application the Head of Department shall refer it to the Departmental Appointment and Promotions Review Committee for consideration. No application shall be withheld from the Committee.
- (d) The Committee shall consider all applications for appointment and promotions and shall forward the list of all applications with its comments and recommendation to the College Appointment and Promotions Committee.

**F5. Handling of an Application from the Department**

- (a) Following the recommendation by the Departmental Appointment and Promotions Committee the Head of Department shall recommend to the Principal three

- persons two of whom shall be considered for appointment as External Assessors for an evaluation of an applicant's work.
- (b) The Secretary of the College shall request each External Assessor to comment on each publication submitted for assessment stating its contribution to the candidate's academic/administrative/professional standing.
  - (c) The request for an assessment shall be accompanied by:
    - (i) a copy of the application including curriculum vitae;
    - (ii) copies of publications and other exhibits of the applicant's work; and
    - (iii) criteria for appointment/promotion.
  - (d) No internal assessment shall be sent.
  - (e) An External Assessor shall be a person of standing in the applicant's field but normally not employed by or in any way connected with the College.

#### **F6. Handling of Applications at the Registry**

- (a) The Secretary of the College shall maintain a register of applications received in his/her office indicating the dates of receipt and shall bring the register to the attention of the Appointment and Promotions Committee at least twice a semester indicating the stage of processing of each application.
- (b) When the processing of an application is completed the Secretary of the College shall satisfy himself/herself that every document is in order and shall list the applications for consideration by the Appointment and Promotions Committee, inviting the candidates for interview where necessary.
- (c) In each case of an appointment/promotion the Secretary of the College shall provide the Appointment and Promotions Committee with:

- (i) The approved Departmental Committee;
- (ii) The approved criteria for appointment/promotion;
- (iii) The reports of the Departmental Appointment and Promotions Committee;
- (iv) The report of the Referees/External Assessors;
- (v) Salary scale attached to the position.

**F7. Criteria for Promotion**

- (a) An applicant shall be assessed on the basis of evidence of continuing performance in respect of the following:
  - (i) Teaching
  - (ii) Scholarship
  - (iii) Research/Contribution to knowledge
  - (iv) Academic leadership
  - (v) Inventiveness, innovation and resourcefulness
  - (vi) Extension work/service to the College and the nation
- (b) (i) An application shall be supported by publications including books, refereed articles in journals or manuscripts, publication of conference proceedings, systematised teaching materials, and creative works, and patents.
- (c) (ii) Works accepted for publication shall also be submitted for consideration in which case an applicant shall not submit more than two at a time.
- (d) The following shall be taken into account by the Appointment and Promotions Committee.
  - (i) Contribution to College Boards/Committees.
  - (ii) National/International recognition.All first appointments shall be by interview.



