



# BYLAWS

PUBLISHED BY AUTHORITY





**VALLEY VIEW UNIVERSITY**

**Bylaws**

**December 1, 2020**

**VALLEY VIEW UNIVERSITY  
BYLAWS, 2020**

## Table of Contents

<u>Article I. THE UNIVERSITY COUNCIL</u> .....	1
<u>Section 1. Term of Office:</u> .....	1
<u>Section 2. Committees of University Council</u> .....	1
<u>Section 3. Standing Committee</u> .....	1
<u>Section 4. Finance Committee</u> .....	2
<u>Section 5. Development Committee</u> .....	2
<u>Section 6. University Tender Board</u> .....	3
<u>Section 7. Joint Council/Academic Board Honorary Awards Committee</u> .....	4
<u>Section 8. Audit Committee</u> .....	4
<u>Section 9. Human Resource Committee</u> .....	5
<u>Article II. ACADEMIC BOARD</u> .....	5
<u>Section 1. Functions:</u> .....	5
<u>Section 2. Committees of Academic Board:</u> .....	6
<u>Article III. THE UNIVERSITY STAFF</u> .....	6
<u>Article IV. ACADEMIC AND ADMINISTRATIVE/PROFESSIONAL DIVISIONS</u> .....	7
<u>Section 1. Divisions of University Operations</u> .....	7
<u>Section 2. Academic and Administrative Ranks</u> .....	7
<u>Article V. ACADEMIC DIVISION</u> .....	8
<u>Section 1. Colleges</u> .....	8
<u>Section 2. Office of the Provost</u> .....	8
<u>Section 3. Functions and Powers of the Provost</u> .....	8
<u>Section 4. Composition of the College Board</u> .....	9
<u>Section 5. Functions of the College Board</u> .....	9
<u>Section 6. Meetings</u> .....	10
<u>Section 7. College Registrar</u> .....	10
<u>Section 8. College Finance Officer</u> .....	10
<u>Article VI. FACULTIES AND SCHOOLS</u> .....	11
<u>Section 1. Establishment of Faculties and Schools</u> .....	11
<u>Section 2. Office of the Dean</u> .....	11
<u>Section 3. Functions and Powers of the Dean</u> .....	11
<u>Section 4. Vice Dean</u> .....	12
<u>Article VII. FACULTY/ SCHOOL BOARDS</u> .....	12
<u>Section 1. Composition of Faculty/School Board</u> .....	12
<u>Section 2. The Board of School of Graduate Studies</u> .....	12
<u>Section 3. Management of Graduate School System</u> .....	13
<u>Section 4. Meetings of a Faculty/School Board</u> .....	13
<u>Section 5. Powers and Functions of Faculty/School Boards</u> .....	14
<u>Section 6. Departments</u> .....	14
<u>Section 7. Functions of the Head of Department</u> .....	15
<u>Article VIII. DEPARTMENTAL BOARDS</u> .....	16
<u>Section 1. Composition of Departmental Boards</u> .....	16
<u>Section 2. Meetings of Departmental Boards</u> .....	16
<u>Article IX. INSTITUTES</u> .....	17
<u>Section 1. Establishment of Institutes</u> .....	17
<u>Section 2. Functions of the Director</u> .....	17
<u>Section 3. Appointment and Functions of Deputy Director</u> .....	17
<u>Article X. CENTRES</u> .....	18
<u>Section 1. Establishment of Centres</u> .....	18

<a href="#">Section 2. Centre for Adult and Distance Education</a>	18
<a href="#">Section 3. Centre for Adult and Distance Education Board</a>	19
<a href="#">Section 4: Functions of the Board of the Centre for Adult and Distance Education</a>	19
<a href="#">Section 5. Meetings of the Board of the Centre</a>	20
<a href="#">Article XI. AFFILIATED INSTITUTIONS</a>	20
<a href="#">Article XII. OFFICE OF THE STUDENT LIFE AND SERVICES</a>	20
<a href="#">Section 1. Establishment</a>	20
<a href="#">Article XIII. LIBRARY</a>	21
<a href="#">Section 1. Functions of the Library</a>	21
<a href="#">Section 2. Appointment of University Librarian</a>	21
<a href="#">Section 3. Functions of the University Librarian</a>	21
<a href="#">Article XIV. CENTRE FOR ACADEMIC RESEARCH AND ENGAGED SCHOLARSHIP</a>	22
<a href="#">Section 1. Functions</a>	22
<a href="#">Section 2. Centre for Academic Research and Engaged Scholarship Board</a>	23
<a href="#">Section 3. Meetings of the Board</a>	23
<a href="#">Article XV. CENTRE FOR CAREER SERVICES</a>	24
<a href="#">Section 1. Establishment of Centre for Career Services</a>	24
<a href="#">Section 2. Centre for Career Services Board</a>	24
<a href="#">Section 3. Functions and Meetings of the Board of the Centre</a>	24
<a href="#">Article XVI. ESTABLISHMENT OF CAMPUSES AND LEARNING CENTRES</a>	24
<a href="#">Section 1. Campus:</a>	24
<a href="#">Section 2. Learning Centre:</a>	25
<a href="#">Section 3. Extension Campus Management Committee</a>	26
<a href="#">Section 4. Academic Administration</a>	26
<a href="#">Section 5. General Administration</a>	27
<a href="#">Section 6. Financial Administration</a>	27
<a href="#">Section 7. Associate Dean of Student Life and Services</a>	28
<a href="#">Section 8. Information Technology Services</a>	28
<a href="#">Section 9. Physical Development and Estate Management</a>	28
<a href="#">Section 10. Food Services</a>	29
<a href="#">Section 11. Chaplaincy</a>	29
<a href="#">Section 12. University Relations Directorate</a>	29
<a href="#">Article XVII. ADMINISTRATIVE/PROFESSIONAL DIVISION</a>	29
<a href="#">Section 1. Establishment of Administrative/Professional Division</a>	29
<a href="#">Article XVIII. DIRECTORATE OF PHYSICAL DEVELOPMENT AND ESTATE MANAGEMENT</a>	30
<a href="#">Section 1. Establishment of Physical Development and Estate Management Directorate</a>	30
<a href="#">Section 2. The Duties and Responsibilities of the Director of Physical Development and Estate Management</a>	30
<a href="#">Section 3. Appointment of Director of Physical Development and Estate Management</a>	31
<a href="#">Article XIX. DIRECTORATE OF UNIVERSITY HEALTH SERVICES</a>	31
<a href="#">Section 1. Establishment of University Health Services Directorate</a>	31
<a href="#">Section 2. Appointment of Director of Health Services</a>	31
<a href="#">Section 3. The Duties and Responsibilities of the Director of University Health Services</a>	32
<a href="#">Article XX. DIRECTORATE OF HUMAN RESOURCE</a>	32
<a href="#">Section 1. Establishment of the Human Resource Directorate</a>	32
<a href="#">Section 2. Duties and Responsibilities of the Director of Human Resource</a>	33
<a href="#">Section 3. Appointment of the Director of Human Resource</a>	33
<a href="#">Article XXI. DIRECTORATE OF ACADEMIC AFFAIRS</a>	33
<a href="#">Section 1. Establishment of Academic Affairs Directorate</a>	33

<a href="#">Section 2. Duties and Responsibilities of the Director of Academic Affairs</a> .....	34
<a href="#">Section 3. Appointment of Director of Academic Affairs</a> .....	34
<a href="#">Article XXII. DIRECTORATE OF UNIVERSITY RELATIONS</a> .....	34
<a href="#">Section 1. Establishment of University Relations Directorate</a> .....	34
<a href="#">Section 2. Responsibilities of the Director of University Relations</a> .....	35
<a href="#">Section 3. Appointment of Director of University Relation</a> .....	35
<a href="#">Article XXIII. DIRECTORATE OF LEGAL, CONSULAR AND GENERAL SERVICES</a> .....	35
<a href="#">Section 1. Establishment of Legal, Consular and General Services Directorate</a> .....	35
<a href="#">Section 2. Appointment of Director of Legal, Consular and General Services</a> .....	36
<a href="#">XXIV. DIRECTORATE OF INFORMATION TECHNOLOGY SERVICES</a> .....	36
<a href="#">Section 1. Establishment of Information Technology Services Directorate</a> .....	36
<a href="#">Section 2. Appointment of Director of Information Technology Services</a> .....	37
<a href="#">Article XXV. ASSOCIATE FINANCE OFFICERS</a> .....	37
<a href="#">Section 1. Establishment</a> .....	37
<a href="#">Article XXVI. ASSOCIATE FINANCE OFFICER, ACCOUNTING</a> .....	37
<a href="#">1. Associate Finance Officer, Accounting</a> .....	37
<a href="#">Article XXVII. ASSOCIATE FINANCE OFFICER, TREASURY</a> .....	38
<a href="#">1. Associate Finance Officer, Treasury</a> .....	38
<a href="#">Article XXVIII. ASSOCIATE FINANCE OFFICER, EXTENSION CAMPUS</a> .....	39
<a href="#">1. Associate Finance Officer, Extension Campus</a> .....	39
<a href="#">1. General Manager, University Ventures</a> .....	39
<a href="#">Article XXX. DIRECTORATE OF CHAPLAINCY AND COUNSELLING</a> .....	40
<a href="#">Section 1. Establishment of the Chaplaincy and Counselling Directorate</a> .....	40
<a href="#">Section 2. The University Chaplain</a> .....	41
<a href="#">Section 3. The Chaplaincy Unit</a> .....	41
<a href="#">Section 4. The Church Unit</a> .....	42
<a href="#">Section 5. The University Church Board</a> .....	43
<a href="#">Section 6. The Counselling Unit</a> .....	43
<a href="#">Section 7. The University Chaplaincy Secretariat</a> .....	43
<a href="#">Article XXXI. DIRECTORATE OF INTERNAL AUDIT</a> .....	44
<a href="#">Section 1. Establishment of Internal Audit Directorate</a> .....	44
<a href="#">Section 2. Duties and Responsibilities of the Director of Internal Audit</a> .....	44
<a href="#">Section 3. Appointment of Director of Internal Audit</a> .....	45
<a href="#">Article XXXII. DIRECTORATE OF ACADEMIC PLANNING AND QUALITY ASSURANCE</a> .....	45
<a href="#">Section 1. Establishment of Academic Planning and Quality Assurance Directorate</a> .....	45
<a href="#">Section 2. Appointment of Director of Academic Planning and Quality Assurance</a> .....	46
<a href="#">Article XXXIII. CONVOCATION</a> .....	46
<a href="#">Section 1. Composition of Convocation</a> .....	46
<a href="#">Section 2. Functions</a> .....	47
<a href="#">Section 3. Meeting of Convocation</a> .....	47
<a href="#">Section 4. Executives of Convocation</a> .....	47
<a href="#">Section 5. Election of Convocation Representative on Council</a> .....	48
<a href="#">Article XXXIV. COMMITTEES OF THE ACADEMIC BOARD</a> .....	49
<a href="#">Section 1. Executive Committee</a> .....	49
<a href="#">Section 2. Academic Planning and Quality Assurance Committee</a> .....	49
<a href="#">Section 3. Basic Schools Board</a> .....	50
<a href="#">Section 4. Information Technology Services (ITS) Committee</a> .....	51
<a href="#">Section 5. Institutional Affiliations and Collaborations Committee</a> .....	52
<a href="#">Section 6. Admissions Committee</a> .....	52
<a href="#">Section 7. Library Committee</a> .....	53
<a href="#">Section 8. University Appointments and Promotions Committee</a> .....	53
<a href="#">Section 9. College Appointments and Promotions Committee</a> .....	54

<a href="#">Section 10. Faculty/School Appointments and Promotions Committee</a>	54
<a href="#">Section 11. Administration Appointments and Promotions Committee</a>	54
<a href="#">Section 12. Senior Staff Appointments and Promotions Committee</a>	55
<a href="#">Section 13. Junior Staff Appointments and Promotions Committee</a>	55
<a href="#">Section 14. Appeals Relating to Appointments and Promotions</a>	56
<a href="#">Section 15. Planning and Resources Committee</a>	56
<a href="#">Section 16. Examination and Time-Table Committee</a>	57
<a href="#">Section 17. Research and Conferences Committee</a>	58
<a href="#">Section 18. Interpretation of Academic Policies Committee</a>	58
<a href="#">Section 19. Training and Development Committee</a>	59
<a href="#">Article XXXV. COMMITTEES OF WELFARE SERVICES BOARD</a>	60
<a href="#">Section 1. Estate Management Committee</a>	60
<a href="#">Section 2. Chaplaincy Board</a>	60
<a href="#">Section 3. Health Services Management Committee</a>	61
<a href="#">Section 4. Safety and Security Services Committee</a>	62
<a href="#">Section 5. Student Services Committee</a>	63
<a href="#">Section 6. Housing Committee</a>	63
<a href="#">Section 7. Public Relations Committee</a>	64
<a href="#">Section 8. Sports and Recreation Committee</a>	65
<a href="#">Section 9. Procurement Advisory Committee</a>	65
<a href="#">Section 10. Committee on University Landed Property</a>	66
<a href="#">Section 11. Assets Disposal Committee</a>	66
<a href="#">Section 12. Transport Committee</a>	67
<a href="#">Section 13. Alumni Advisory Committee</a>	68
<a href="#">Section 14. Media Centre Management Committee</a>	68
<a href="#">Section 15. Senior Members Disciplinary Committee</a>	69
<a href="#">Section 16. Senior and Junior Staff Disciplinary Committee</a>	70
<a href="#">Section 17. Work-Study Committee</a>	71
<a href="#">Section 18. Sexual Harassment Committee</a>	71
<a href="#">Section 19. Food and Cafeteria Services Committee</a>	72
<a href="#">Section 20. Ventures Board</a>	72
<a href="#">Article XXXVI. UNIVERSITY CRISIS MANAGEMENT COMMITTEE</a>	73
<a href="#">Section 1. Establishment</a>	73
<a href="#">Article XXXVII. UNIVERSITY EMPLOYEES</a>	74
<a href="#">Section 1. Appointment of Employees</a>	74
<a href="#">Section 2. Secondment</a>	74
<a href="#">Section 3. Promotion of Senior Members</a>	75
<a href="#">Section 4. Moonlighting</a>	75
<a href="#">Article XXXVIII. DISCLOSURE OF INTEREST</a>	75
<a href="#">Article XXXIX. OFFICIAL ORGANS OF COMMUNICATION</a>	75
<a href="#">Article XL. ARTICLE INTERPRETATION</a>	76
<a href="#">Article XLI. AMENDMENTS AND REPEAL</a>	77
<a href="#">Article XLII. OATH OF OFFICE</a>	78
<a href="#">Article XLIII. Effective Date</a>	78

## **PREAMBLE**

WHEREAS the Adventist Accreditation Association at its visit in the year 2015 called for the separation of the Statutes from the Bylaws of the University;

WHEREAS the National Accreditation Board at its cyclical visit in the year 2019 called for revision in aspects of the University's systems and structures;

WHEREAS the Governing Council in 2019 set up a Constitution Review Committee to review the Constitution 2015 of the University and also separate the bylaws from the Constitution for the administration of the University;

WHEREAS the draft Statutes were approved on November 5, 2020;

AND WHEREAS the Governing Council approved the said Bylaws for the administration of the University on May 27, 2021.

NOW THEREFORE IN pursuance of the approval of the Valley View University Governing Council, these bylaws are hereby made:



## VALLEY VIEW UNIVERSITY BYLAWS 2020

Bylaws passed pursuant to the University's Statutes, 2020 to provide for the day-to-day administration of the University and related matters.

### Article I. THE UNIVERSITY COUNCIL

#### Section 1. Term of Office:

- a. The term of office of a member of Council shall be for up to five years renewable for another term only.
- b. When a member is absent from Council meetings for three consecutive times without permission, his/her absences shall be deemed to be vacation of office.
- c. Where the office of a member becomes vacant on resignation or death or by virtue of three consecutive absences, another person shall be elected to continue the term of office.
- d. Where a member of the Council is incapacitated another person may be elected to complete his term of office.

#### Section 2. Committees of University Council

- a. The University Council shall have the following committees whose composition and functions are as provided for under these Bylaws:
  - i. Standing Committee;
  - ii. Finance Committee;
  - iii. Development Committee;
  - iv. University Tender Board;
  - v. Joint Council/Academic Board Honorary Awards Committee;
  - vi. Audit Committee;
  - vii. Human Resource Committee.
- b. Each Committee shall submit quarterly reports of its work to the Council.

#### Section 3. Standing Committee

##### a. Composition

- i. Chair of Council as Chair;
- ii. Vice Chair of Council;
- iii. Vice-Chancellor;
- iv. One Convocation member of Council (Academic);
- v. President of the Students' Representative Council (SRC);
- vi. Two Professional Members of Council (male and female);
- vii. Alumni Association member of Council;
- viii. Registrar shall serve as Secretary.

##### b. Quorum

One-half of its total membership including the Chair.

**c. Functions**

- i. To act on all matters referred to it by Council and also act on behalf of Council in emergencies or when necessary.
- ii. Decisions of the Committee shall be subject to ratification by Council.

**Section 4. Finance Committee**

**a. Composition**

- i. A Professional Member of Council as Chair;
- ii. Treasurers of the Unions of SDA Church in Ghana;
- iii. Vice-Chancellor;
- iv. Pro-Vice-Chancellor;
- v. Registrar;
- vi. Dean of Student Life and Services;
- vii. Two members of Council with relevant professional expertise elected by Council
- viii. Chief Finance Officer shall serve as Secretary;

**In Attendance**

- i. Rectors of Extension Campuses;
- ii. Provosts/Deans of Faculties/Schools;
- iii. Director of Internal Audit;
- iv. Associate Finance Officers.

**b. Meetings:**

Meetings shall be held at least twice every semester.

**c. Quorum**

One-half of total membership including the Chair or Vice-Chair.

**d. Functions**

- i. To consider and advise Council on estimates of income and expenditure of the University and on accounts and all financial matters of the University.
- ii. To consider the report of the Director of Internal Audit and implement the recommendations thereof.
- iii. Decisions of the Committee shall be subject to ratification by Council.

**Section 5. Development Committee**

**a. Composition**

- i. A Professional Member of Council as Chair;
- ii. Vice-Chancellor;
- iii. Pro-Vice-Chancellor;
- iv. Registrar;
- v. Chief Finance Officer;
- vi. Dean of Student Life and Services;
- vii. Director of Physical Development & Estate Management as Secretary
- viii. Two members of Council appointed by Council;
- ix. Rectors of Extension Campuses;
- x. Two Adventist businessmen.

**b. Meetings**

The committee shall meet at least twice every semester.

c. **Quorum**

One-half of its total membership including the Chair

d. **Functions**

To advise the Council generally on buildings and on all matters concerning the physical development of the University.

## **Section 6. University Tender Board**

a. **Composition**

- i. Vice Chair of Council as Chair;
- ii. Pro Vice-Chancellor;
- iii. Registrar;
- iv. Chief Finance Officer;
- v. Director of Physical Development and Estate;
- vi. University Legal Counsel;
- vii. Chair of Development Committee;
- viii. Deputy Registrar (General Administration) as Secretary.

b. **Meetings**

The Committee shall meet at least twice every year.

c. **Quorum**

Five members including the Chair.

d. **Functions**

The Committee shall:

- i. review procurement plans in order to ensure that they support the objectives and operations of the University, Faculty/School, Department or Entity;
- ii. confirm the range of acceptable costs of items to be purchased and match these with the available funds in the approved budget;
- iii. review the schedules of procurement and specifications and also ensure that the procurement procedures to be followed are in strict conformity with the University's procurement regulations;
- iv. facilitate contract administration and ensure compliance with all reporting requirements under the University's regulations; and
- v. ensure that stores and equipment are disposed of in compliance with the University's regulations.

## **Section 7. Joint Council/Academic Board Honorary Awards Committee**

a. **Composition**

- i. Professorial Member of Council as Chair;
- ii. Pro Vice-Chancellor;
- iii. Two members to be appointed by Council;
- iv. Two members to be appointed by the Academic Board;
- v. Registrar as Secretary.

b. **Meetings**

The Committee shall meet at least once every year.

c. **Quorum**

Four including the Chair and at least one member appointed by the Academic Board.

d. **Functions**

To make recommendations to Council for the conferment of Honorary Degrees and other awards.

## **Section 8. Audit Committee**

a. **Composition**

- i. A Professional Member of Council as Chair;
- ii. Treasurer of the Union of the Serving Chair of Council;
- iii. Executive Secretary of the other Union;
- iv. Two Members elected by Council;
- v. Alumni Member of Council;
- vi. Director of Internal Audit as Secretary.

b. **Meetings**

Meeting shall be held at least twice every year.

c. **Quorum**

One-half of the total membership including the Chair

d. **Function**

The Committee shall:

- i. receive and discuss with auditors the audited financial statement, audit communication letter, internal audit findings and response from management
- ii. develop and review with management adequate internal controls
- iii. develop and review procedures for the receipt and resolution of confidential complaints regarding any unethical business practice
- iv. discuss with management their assertions made regarding compliance with core denominational working policies related to financial matters
- v. identify, evaluate, and respond to any potential business and fraud risks
- vi. provide oversight for the conflict of interest policy and address risks associated with any conflicts identified
- vii. present a report to Council at its scheduled meetings regarding results of audit engagements, operational effectiveness of internal controls, compliance with core policies, and potential business risks
- viii. recommend to Council the selection of the auditor in those approved special circumstances when General Conference Auditing Service is not involved.

## **Section 9. Human Resource Committee**

a. **Composition**

- i. A Professional Member of Council as Chair;
- ii. Executive Secretaries of the Unions in Ghana;
- iii. Two Members elected by Council;
- iv. One Convocation Member of Council (Administrative);
- v. Registrar as Secretary

b. **Meetings**

Meetings shall be held at least twice every year

c. **Quorum**

One-half of total membership including the Chair.

d. **Functions**

- i. Develop and monitor the implementation of human resource policy in line with state laws and best practices
- ii. Review the performance of Council and Management annually
- iii. Review compensation policies and pay scales
- iv. Develop executive and key management succession plan
- v. Periodically review staffing needs
- vi. Develop a grievance policy
- vii. develop staff retention policy

## **Article II. ACADEMIC BOARD**

### **Section 1. Functions:**

The Academic Board shall:

- a. Develop academic regulations of the University which shall include programmes of study, admission, teaching, research, assessment and award of degrees and other academic awards.
- b. Make recommendations to the Council for the establishment, organisation and regulation of Campuses, Schools, Faculties, Departments, Institutes, Centres and other teaching, learning, and research units of the University.
- c. Make recommendations to the Council about affiliation of other institutions to the University, stating the terms and conditions under which the affiliation may be made.
- d. Determine the criteria and conditions of the quality and the equivalence of academic transcripts for the purpose of credit transfer for admission in the areas of programmes of study, credit hour of study, and modes of examination.
- e. Annually review the decisions of the statutory committees of the Academic Board.
- f. Discuss the reports of accrediting bodies.
- g. Recommend the closure of the University in the event of a major threat to or disruption of normal academic activities.

### **Section 2. Committees of Academic Board:**

- a. There shall be statutory committees of the Academic Board which shall be approved by the Council, whose composition and functions are set out in these Bylaws:
  - i. Executive Committee
  - ii. University Appointments and Promotions Committee
  - iii. Academic Planning and Quality Assurance Committee
  - iv. Basic Schools Board
  - v. Information Technology Services Committee
  - vi. Examination and Time-Table Committee
  - vii. Institutional Affiliations and Collaborations Committee

- viii. Interpretation of Academic Policy Committee
- ix. Research and Conferences Committee
- x. Admissions Committee
- xi. Training and Development Committee
- xii. Planning and Resources Committee
- xiii. Library Committee
- xiv. Extension Campus Management Board
- xv. Graduate School Board
- xvi. College Board
- xvii. School/Faculty Board
- xviii. Departmental Board

b. Each committee shall submit an annual report of its work to the Academic Board.

### **Article III. THE UNIVERSITY STAFF**

With the direction of Council, the University shall appoint such staff as its employees and refer to them as Senior Members, Senior Staff, and Junior Staff. The designation of any appointment shall be indicated in the appointment letter and signed by or on behalf of the Vice Chancellor.

### **Article IV. ACADEMIC AND ADMINISTRATIVE/PROFESSIONAL DIVISIONS**

#### **Section 1. Divisions of University Operations**

- a. The University shall operate in two relative Divisions: Academic and Administrative/Professional.
- b. On the recommendation of the Academic Board, the academic division of the University shall consist of the following:
  - i. Colleges;
  - ii. Faculties/Schools;
  - iii. Library;
  - iv. Units.
- c. The Administrative/Professional division of the University shall consist of two division:
  - 1. Office of the Registrar:
    - i. Directorates;
    - ii. Sections;
    - iii. Units.
  - 2. Financial Administration:
    - i. Accounting/Treasury;
    - ii. Sections;
    - iii. Units.

#### **Section 2. Academic and Administrative Ranks**

- a. The academic ranks for Senior Members shall include the following:
  - i. Professor;
  - ii. Associate Professor;
  - iii. Senior Lecturer or Senior Research Fellow;

- iv. Lecturer or Research Fellow;
  - v. Assistant Lecturer or Assistant Research Fellow.
- b. The criteria shall be established by Council on the recommendation of the Academic Board for appointment to any academic rank or promotion from one rank to another.
- c. The Administrative ranks for Senior Members shall include the following:
- i. Deputy;
  - ii. Senior Assistant;
  - iii. Assistant;
  - iv. Junior Assistant.
- d. The criteria shall be established by Council on the recommendation of the Academic Board for appointment to any administrative/professional rank or promotion from one rank to another.

## **Article V. ACADEMIC DIVISION**

### **Section 1. Colleges**

- a. On the recommendation of the Academic Board, the Council may establish a College.
- a. A College shall be a cluster of Faculties, Institutes, Schools and Centres of related disciplines.
- b. A College shall have a governing Board whose functions shall be determined by the Council.
- c. The Executive officers of a College shall be Provost, Deputy Provost, College Registrar, College Librarian, and College Finance Officer.

### **Section 2. Office of the Provost**

- a. A College shall be headed by a Provost of a Professorial rank and shall be appointed by the Vice Chancellor on behalf of the Council for a period of three years renewable for a second term only. He or she shall be eligible for reappointment only after three years have elapsed from the date he or she last held that office unless circumstances require otherwise.
- b. A Provost shall be assisted by a Deputy Provost who shall be appointed by the Vice Chancellor from among the Deans of Faculty or Schools of the College.
- c. The Deputy Provost shall remain as Dean of the Faculty or School and his/her term as Deputy Provost shall run concurrently with the term of his/her office as Dean.
- d. In the event of temporary absence of the Provost, the Deputy Provost shall act as Provost.
- e. Three months before the office of the Provost becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
- f. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Provost to serve the unexpired period of the term.

### **Section 3. Functions and Powers of the Provost**

- a. The Provost shall, in the performance of his functions and exercise of his powers, be responsible to the Vice Chancellor.
- b. The Provost shall provide leadership to the College and maintain good order of the College in accordance with policies and procedures as may be determined by the Council, the Academic Board, and the College Board.
- c. The Provost shall chair the College Board.
- d. The Provost shall co-ordinate the work of Faculties/Schools within the College.
- e. The Vice Chancellor in writing may delegate some of the functions of his office relative to the management of the affairs of a College to the Provost.

### **Section 4. Composition of the College Board**

#### **a. Membership**

A College shall have a College Board consisting of:

- i. Provost as the Chair;
- ii. Deans;
- iii. Vice Deans;
- iv. Heads of Department;
- v. All persons of Professorial rank in the College;
- vi. One representative of Professorial rank from each of the other Colleges;
- vii. College Registrar as Secretary.

#### **b. In attendance**

- i. College Finance Officer;
- ii. College Librarian;
- iii. Director of Internal Audit or his/her representative.

### **Section 5. Functions of the College Board**

A College Board shall

- a. Plan and assess all matters relative to teaching and research in the College
- b. Subject to the approval of the Academic Board, determine the modes of instruction, curriculum and regulations for examinations in the College.
- c. Make provision for adequate instruction and facilities for research in the subjects assigned to the College and to co-ordinate the teaching and research programmes of the various Faculties and Schools of the College.
- d. Recommend to the Academic Board external examiners nominated by the College for appointment.
- e. Present to the Academic Board candidates qualified for the award of degrees, diplomas, certificates, fellowships, scholarships, prizes, and other academic awards.



- f. Deliberate on any issue and express an opinion to the Academic Board on the general development of the College.
- g. Discuss any report on any matter referred to it by the Academic Board.
- h. Constitute such other sub-committees as may be deemed necessary in the performance of its functions.
- i. Appoint internal examiners to constitute the Board of Examiners of the College.

## **Section 6. Meetings**

- a. The Board shall meet twice each semester.
- b. A special meeting of the Board shall be convened by the Provost on the written request of at least half of the members of the Board submitted to the Provost with a statement of the subject matter. The Provost shall call a special meeting within three days upon receipt of the request.
- c. Emergency meetings of a College Board may be called by the Provost at any time by notifying members at least 24 hours while stating the emergency that has arisen and the business that shall be transacted.
- d. The quorum for a meeting of a College Board shall be half of the total membership including the Chairperson and the Secretary.

## **Section 7. College Registrar**

- a. There shall be a College Registrar who shall be appointed by the Vice-Chancellor on behalf of Council in consultation with the Registrar.
- b. The College Registrar shall be the secretary to the College Board and other Boards/ Committees and shall be a non-voting member of these bodies.
- c. The College Registrar shall be the Head of General Administration of the College under the Provost and subject to the Registrar.

## **Section 8. College Finance Officer**

- a. There shall be a College Finance Officer who shall be appointed by the Vice Chancellor on behalf of Council in consultation with the Chief Finance Officer and shall be responsible for the financial administration of the College.
- b. The College Finance Officer shall be responsible to the Provost subject to the directives issued by the Chief Finance Officer from time to time.

## **Article VI. FACULTIES AND SCHOOLS**

### **Section 1. Establishment of Faculties and Schools**

- a. Based on the recommendation of the Academic Board, Council may establish a Faculty or School which shall be headed by a Dean.
- b. A Faculty shall be two or more related academic Departments, Institutes and Centres.
- c. A School shall be three or more professionally related Departments, Institutes and Centres or academic disciplines that prepare students for certification by another professional body and shall have the status of a faculty.

### **Section 2. Office of the Dean**

- a. A Dean shall be of Professorial rank appointed by the Vice-Chancellor on behalf of Council and shall hold office for a period of three years. Appointment of a Dean shall be made three months before the beginning of an academic year. A Dean shall be eligible for a re-appointment for a second consecutive term only. He or she shall be eligible for reappointment only after three years have elapsed from the date he/she last held that office unless circumstances determine otherwise.
- b. Where a Dean is not of a Professorial rank, he or she shall serve for two years and shall be eligible for a second term only and shall not be re-appointed for a third term unless six years have elapsed from the date that he or she last served except circumstances determine otherwise.
- c. Three months before the office of the Dean becomes vacant, the Registrar shall publish the names of persons of Professorial rank in the Faculty or School who are eligible for consideration and appointment by the Vice Chancellor. Where there are no academic Senior Members of Professional rank within the Faculty, Senior Lecturers are eligible for consideration by the Vice Chancellor. The Dean shall assume office at the beginning of the academic year.

### **Section 3. Functions and Powers of the Dean**

The functions and powers of a Dean of Faculty or School shall be as follows:

- a. The Dean shall be responsible to the Vice Chancellor through the Pro-Vice Chancellor or Provost as the case may be for providing leadership to the Faculty or School and for maintaining and promoting efficiency and good order of the Faculty or School and the general administration.
- b. The Dean shall be the chairperson of the Faculty or School Board.
- c. The Dean shall coordinate the work of the Departments within the Faculty or School.
- d. The Dean shall be the Academic Planning and Quality Assurance implementation officer at the level of the Faculty or School.

### **Section 4. Vice Dean**

- a. There shall be a Vice Dean for every Faculty or School, who shall be appointed by the Vice Chancellor on behalf of Council.

- b. The Vice Dean shall serve for a period of two years and shall be eligible for reappointment for a second consecutive term only.
- c. The Vice Dean shall be a Head of Department. He or she shall be of a rank of at least Senior Lecturer and shall assist the Dean in the performance of his or her duties.
- d. The Vice Dean shall act in the absence of the Dean and shall be responsible for:
  - i. Time-tabling;
  - ii. Monitoring the conduct of teaching;
  - iii. Conducting examinations;
  - iv. Liaising with the School of Graduate Studies and his/her Faculty or School.

## **Article VII. FACULTY/ SCHOOL BOARDS**

### **Section 1. Composition of Faculty/School Board**

Except the School of Graduate Studies, there shall be a Board in each Faculty or School whose membership shall comprise the following:

- a. Dean as Chairperson;
- b. Vice Dean;
- c. The Heads of Department and the Directors of Institutes, Centres in the Faculty or School and one member of each Department, Institute, Centre elected by the members of each unit;
- d. A member from each Faculty or School of the University;
- e. Professors, including those on post-retirement contract;
- f. An appointee of the Registrar not below the rank of Assistant Registrar shall serve as Secretary to the Board.

### **Section 2. The Board of School of Graduate Studies**

#### **a. Membership**

The Board of School of Graduate Studies (SGS) shall consist of the following:

- i. Dean as Chairperson
- ii. Librarian
- iii. Vice Deans from the Faculties and Schools
- iv. Head of Department whose programme runs at SGS
- v. Two Senior Members of Professorial rank appointed by the Vice Chancellor
- vi. A representative of the Graduate Students' Association

#### **b. In-attendance:**

- i. Senior Assistant Registrar (SGS) as Secretary.
- ii. Director of Academic Planning and Quality Assurance or his representative.
- iii. Chief Finance Officer or his representative.

#### **c. Term of Service**

The term of service of a member of the Graduate School Board other than the Dean, Vice Dean, Head of Department, Professor in the Faculty or School, shall be two years renewable for a second term only.

### **Section 3. Management of Graduate School System**

- a. Establishment of School of Graduate Studies
  - i. Based on the recommendation of the Academic Board, the Council may establish a School of Graduate Studies which shall be headed by a Dean.
  - ii. The School shall be established to coordinate all graduate and postgraduate programmes of the University.
  - iii. The School shall be established for both teaching and research.
- b. The Board of School of Graduate Studies shall manage the academic affairs of the school.
- c. The Dean of the School of Graduate Studies shall be responsible for, in addition to the performance of the functions of a Dean:
  - i. engaging a Department through a Dean of Faculty or School on the development of a new programme and updating an existing programme.
  - ii. ensuring mounting of courses as submitted by the Faculties/Schools.
  - iii. ensuring vetting and approval of grades by the SGS Board.
  - iv. ensuring approval of graduation list at SGS Board.
  - v. coordinating graduate programmes on all campuses.
  - vi. in consultation with the Deans of Faculties/Schools, recommending Supervisors and Readers of Thesis to the SGS Board.
  - vii. approving payment for extra/part-time teaching allowance.

### **Section 4. Meetings of a Faculty/School Board**

- a. Every Faculty/School Board shall meet at least twice each semester.
- b. A special meeting of the Faculty or School shall be called by the Dean on a written request of at least one-half of the members of the Board, which shall state the subject matter for consideration at the special meeting. The Dean shall call a special meeting within three working days of receipt of the request and at that special meeting only the matter(s) specified in the statement shall be considered.
- c. An emergency meeting of a Faculty or School Board may be convened by the Dean at any time but notice must be served every member of the Board at least 48 hours prior to the meeting.
- d. The quorum for a meeting of a Faculty or School Board shall be one-half of the membership including the Chairperson and Secretary.
- e. The most senior Head of Department in the Faculty or School shall chair the Board meeting in the absence of the Dean and the Vice Dean.

### **Section 5. Powers and Functions of Faculty/School Boards**

The Board of a Faculty or School shall:

- a. supervise activities relating to teaching and research as approved by the Academic Board;
- b. determine, subject to the approval of the Academic Board, the modes of instruction, and facilities for research;
- c. determine, subject to the approval of Academic Board, the regulations of examinations;

- d. recommend external examination moderators, as proposed by the Departmental Board, to the Academic Board for approval and appointment;
- e. supervise the development of syllabi dealing with course of study of the Faculty or School subject to the approval of the Academic Board;
- f. make recommendation to the Academic Board for the award of degrees, diplomas, certificates, scholarships, prizes within the Faculty or School;
- g. engage other Faculties or Schools, Institutes, Centres within or outside the University in matters relating to academic work of the Faculty or School;
- h. submit proposals from the Departmental Board to the Academic Board for academic development;
- i. appoint such other sub-committees as it may deem necessary in the performance of its functions;
- j. deal with and report on any matter referred to it by the Academic Board.

## **Section 6. Departments**

- a. A Department shall be a division in a Faculty or School that shall have responsibility for undergraduate and graduate level teaching and research;
- b. A Department shall have a Head appointed by the Vice Chancellor on the recommendation of the Dean of the Faculty or School in rotational order of the academic senior members. The Head shall be of at least Senior Lecturer rank but in the absence of Senior Lecturers in the Faculty or School a Lecturer may be recommended for appointment as coordinator;
- c. The term of office of a Head of Department who is of at least a Senior Lecturer rank shall be for a period of two years, renewable for one other term of two years. Unless circumstances determine otherwise, a person shall be eligible for re-appointment as Head of Department after three years have elapsed from the date he or she last served;
- d. The Lecturer who is appointed as coordinator shall hold office for a term of one year and his appointment shall be renewable for a second term only;
- e. Three months before the office of Head of Department becomes vacant, the Registrar shall notify the Dean of the Faculty/School who shall recommend at least two persons of at least Senior Lecturer rank to the Vice Chancellor for appointment;
- f. In the absence of a Head of Department for more than two months, the Dean shall notify the Vice Chancellor who shall appoint another member to act for a period as the Vice Chancellor may determine.

## **Section 7. Functions of the Head of Department**

Subject to the powers of the Faculty or School Board and the Academic Board, a Head of Department shall:

- a. be responsible under the Dean for the general administration of the Department in respect of human, financial and material resources of the Department within the general framework of University policy;

- b. provide leadership, maintain and promote efficiency and good order in the Department according to the policies and procedures of the University;
- c. maintain acceptable standards of teaching and facilities for research;
- d. recommend academic programmes, syllabi and courses as well as promote research in the Department to the Faculty or School Board;
- e. maintain discipline in the Department;
- f. recommend external examination moderators to the Academic Board through the Departmental Board and Faculty or School Board;
- g. liaise with other academic divisions within and outside the University, industries, professional bodies, associations on matters affecting the Department through the Centre of Career Services, after consultation with the Departmental Board;
- h. organise teaching and research activities of the Department for all campuses and learning centres;
- i. consult with the Dean on matters affecting the Department and the Faculty or School;
- j. convene departmental meetings at least twice a semester for the purposes of planning the activities of the Department;
- k. conduct on annual bases tracer studies on all graduates of the Department and report on same to the Pro-Vice Chancellor through the Dean;
- l. in exceptional cases, the Vice Chancellor may appoint a person not being a member of the Department or a person on post-retirement contract as the Head. Such appointment shall be approved by the Council.

## **Article VIII. DEPARTMENTAL BOARDS**

### **Section 1. Composition of Departmental Boards**

Each Department shall have a Departmental Board consisting of senior members of the Department. The Board shall plan and evaluate the activities of the Department, including:

- a. departmental budget;
- b. orientation of students on academic policies and procedures;
- c. time-tabling;
- d. course syllabi preparation;
- e. peer review and student assessment;
- f. internal and external examination moderation reports;
- g. vetting of grades;
- h. recommending awards of degrees, diplomas, certificates, prizes, scholarships, and any academic awards;
- i. reviewing existing programmes and developing new ones periodically;
- j. maintaining quality assurance standards in teaching and research;
- k. recommending three external examination moderators to the Academic Board through School Board

for approval and appointment.

## **Section 2. Meetings of Departmental Boards**

- a. Meetings of the Departmental Board shall be called by the Head of Department at least twice a semester;
- b. A special meeting shall be convened by the Head at the written request of at least one-half of the total membership of the Department submitted with a statement of the subject matter to be considered. Such a meeting shall be convened within three days of receipt of request;
- c. The quorum for any meeting shall be one-half of the total membership of the senior members of the Department including the Chairperson and Secretary;

## **Article IX. INSTITUTES**

### **Section 1. Establishment of Institutes**

An institute is an establishment with limited financial and operational autonomy as determined by the Academic Board, which focuses primarily on multidisciplinary research or the extension services.

- a. An Institute shall be headed by a Director who shall be appointed by the Vice Chancellor on behalf of the Council for a period of three years renewable for a second term only. He or she shall be eligible for reappointment after three years have elapsed from the date he or she last held that office unless circumstances determine otherwise;
- b. The Director of an Institute shall be responsible to the Pro Vice Chancellor in providing leadership at the Institute in accordance with the policies of the Academic Board and the Council and ensuring that approved programmes and services of the Institute are duly carried out;
- c. The Director of an institute shall be at the level of a Head of Department;
- d. For the purposes of appointment or promotion of employees or approval of a course of study, an Institute shall be assigned to a Faculty or School at its establishment.

### **Section 2. Functions of the Director**

- a. A Director shall be responsible for the general administration of the Institute with respect to human, financial, and material resources of the Institute within the general framework of the policy of the University;
- b. A Director shall coordinate through the Deans of Faculties or Schools with the Heads of Departments whose programmes are run at the Institute on teaching and/or research;
- c. There shall be an Institute Board which shall operate like a Departmental Board, comprising all senior members of the Institute and a representative each of Faculties and Schools of the University.

### **Section 3. Appointment and Functions of Deputy Director**

- a. The Director shall be assisted by a Deputy Director appointed by the Vice Chancellor from among the senior members of the Institute;
- b. A Deputy Director shall serve for a period of two years renewable for a second term only;
- c. A Deputy Director shall act in the absence of the Director and perform any other functions as may be delegated by the Director.

## **Article X. CENTRES**

### **Section 1. Establishment of Centres**

- a. A Centre is an establishment which conducts specialised programmes in teaching, research, or advocacy;
- b. The Academic Board may approve new proposals for a teaching programme for a Centre provided the programme will not affect the core responsibility of the Centre or cannot be run by a teaching department or Faculty/School;
- c. A Centre shall be headed by a Director who shall be appointed by the Vice Chancellor on behalf of the Council;
- d. A Director shall be responsible to the Pro-Vice Chancellor in providing leadership and maintaining good order of the Centre in accordance with policies and procedures prescribed by these Bylaws;
- e. A Director shall be at the level of a Head of Department and shall hold office for a period of two years;
- f. There shall be a Board which shall be chaired by the Director and which shall hold meetings in the same manner as Departmental Boards;
- g. The membership of the Board shall not be more than five senior members with representatives from the Centre, the School or Faculty to which the Centre is assigned, and the Academic Board;
- h. For the purposes of appointment or promotion of employees or approval of a course of study, a Centre shall be assigned to a Faculty or School at its establishment.

### **Section 2. Centre for Adult and Distance Education**

There shall be a Centre for Adult and Distance Education which shall be established by Council on the recommendation of the Academic Board.

- a. The Centre shall offer Distance Education mode of teaching and learning on the main campus and satellite campuses/learning centres;
- b. The Centre shall offer multidisciplinary courses from departments of Faculties and Schools;



- c. The Centre shall be headed by a Director who shall be of at least a Senior Lecturer rank and shall be appointed by the Vice Chancellor on behalf of Council for a period of a three years renewable once only;
- d. The Director shall be responsible to the Pro-Vice Chancellor in providing leadership and maintaining good order of the Centre in accordance with policies and procedures prescribed by these Bylaws;
- e. The Centre shall be assigned to a School/Faculty as determined by the Academic Board;
- f. There shall be a Deputy Director who shall be appointed by the Vice Chancellor and shall assist the Director in the performance of his/her functions;
- g. The Centre shall house the pre-degree programmes of the University.

### **Section 3. Centre for Adult and Distance Education Board**

#### **a. Membership**

There shall be a Board of the Centre for Adult and Distance Education consisting of:

- i. Director of the Centre as Chair;
- ii. Heads of Department of programmes run at the Centre;
- iii. Learning Centre Coordinators;
- iv. Representative from each Faculty or School;
- v. Senior Assistant Registrar / Assistant Registrar as Secretary.

#### **b. In Attendance**

- i. Director of Academic Planning and Quality Assurance or his representative;
- ii. Chief Finance Officer or his representative;
- iii. Coordinator of Pre-degree programmes

### **Section 4: Functions of the Board of the Centre for Adult and Distance Education**

The Board of Centre for Adult and Distance Education shall

- a. Plan and evaluate the activities of the Centre, including
  - i. Budgeting
  - ii. Orientation of students on academic policies and procedures,
  - iii. Tim-tabling
  - iv. Course syllabi,
  - v. Peer-review and student assessment, and
  - vi. Internal and external examination moderation reports.
- b. Vet grades;
- c. Review existing programmes and develop new ones;
- d. Maintain quality assurance standard in teaching and research;
- e. recommend external examination moderators to the Academic Board for approval and appointment.

### **Section 5. Meetings of the Board of the Centre**

- a. Meetings of the Board shall be called by the Director at least twice a semester;
- b. A special meeting shall be convened by the Director at the written request of at least one-half of the total membership of the Board submitted with a statement of the subject matter to be considered. Such a meeting shall be convened within three days of receipt of request;
- c. The quorum for any meeting shall be one-half of the total membership of the Board including the Chair and the Secretary.

## **Article XI. AFFILIATED INSTITUTIONS**

- a. On the recommendation of the Academic Board, the University may enter into affiliations with other institutions on the terms and conditions determined by the Council.
- b. The University may at any time terminate or modify the terms of affiliation as deemed necessary;
- c. The Registrar shall keep a register of the affiliated institutions and shall submit an annual report to the Council through the Academic Board;
- d. On the recommendation of the Academic Board, the Council shall determine affiliation fees which shall be renewable annually;
- e. All requests for affiliation shall be addressed to the Vice Chancellor who shall refer the request to the Institutional Affiliations and Collaborations Committee for study and recommendation to the Council through the Academic Board.

## **Article XII. OFFICE OF THE STUDENT LIFE AND SERVICES**

### **Section 1. Establishment**

- a. To facilitate effective and coordinated performance of the Office of Student Life and Services, there shall be Hall Deans who shall be responsible, under the Dean of Student Life and Services, for the welfare of students in relation to academic, residential and social matters.
- b. There shall be a Vice Dean who shall be appointed by the Vice Chancellor among the Hall Deans for a period of two years, renewable for one more term only.
- c. The Vice Dean shall be a Senior Member with the rank of at least a Senior Lecturer.
- d. There shall be Hall Deans who shall be appointed by the Vice-Chancellor in consultation with the Dean of Student Life and Services.
- e. A Hall Dean shall be a Senior Member with the rank of at least a Lecturer.
- f. The Hall Dean shall:
  - i. provide leadership and direction for the development of the Hall;
  - ii. oversee the administration, programming, management and operation of the Hall;
  - iii. be responsible for student development, overall welfare, discipline and quality of residential life for students in the Hall;
  - iv. position the Hall as a residential pathway for enhancing and enriching Valley View University's

- educational experience through experiential learning;
- v. ensure that students in the Hall attend University programmes such as Sabbath Service, Wednesday Chapel Service, and Week of Spiritual Emphasis;
  - vi. collaborate with the Chaplaincy in encouraging spiritual exercises in the Hall such as morning devotion and evening services;
  - vii. foster a strong affiliation among residents and Hall alumni of the University;
  - viii. perform any other functions as may be assigned by the Dean of Student Life and Services.

## **Article XIII. LIBRARY**

### **Section 1. Functions of the Library**

- a. The library shall provide resources to promote teaching, research, and learning among the University community and the public;
- b. The Library shall be sufficiently stocked with learning materials and literature including electronic resources;
- c. The Library shall liaise with other libraries and agencies to provide services to the University community;
- d. The Library shall be headed by the Librarian.

### **Section 2. Appointment of University Librarian**

- a. The University Librarian shall be at least the level of a Senior Research Fellow;
- b. The University Librarian shall be appointed by the Council and shall be responsible under the Vice Chancellor in the performance of his/her functions;
- c. Three months before the office of the Librarian becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.

### **Section 3. Functions of the University Librarian**

- a. The University Librarian shall be appointed by Council on such terms and conditions of service as Council may prescribe. He shall serve as the professional and administrative Head of the University Library system;
- b. He shall be responsible for the provision of adequate reading, listening, and viewing materials to support the teaching, research, and learning functions of the University;
- c. He shall ensure the maintenance of good environment for reading and learning in all the libraries of the University;
- d. He shall be responsible for maintaining linkages with local and international organisations involved in library services;

- e. He shall, through the Library Committee, and subject to the approval of the Academic Board, formulate policies for maximum development and utilisation of all the libraries in the University;
- f. He shall exercise professional and administrative supervision over staff under him to ensure efficient functioning of the libraries in the University;
- g. He shall be responsible to the Vice-Chancellor for the efficient discharge of his duties and shall perform any other functions as may be assigned to him by the Vice Chancellor;
- h. The University Librarian shall hold office for a term of five years. He may, upon application by him, be eligible for re-appointment for a further term of five years following favourable appraisal of his performance;

## **Article XIV. CENTRE FOR ACADEMIC RESEARCH AND ENGAGED SCHOLARSHIP**

### **Section 1. Functions**

- a. There shall be a Centre for Academic Research and Engaged Scholarship which shall be responsible for providing strategic leadership in further developing the University's strategic goal on research, language and writing and engaged scholarship.
- b. The Centre shall facilitate faculty and students research in the University and to ensure research conducted within the University meets the requirements of relevant regulations and guidelines of both national and international standards;
- c. There shall be three units under the Centre: Research and Innovation Office, Language and Writing Unit, and Engaged Scholarship, which is directly involved in coordinating external activities of the first two units through engagement with relevant stakeholders, both within and outside the University community;
- d. The Centre shall coordinate and facilitate evidence-based research across the Campuses and Centres of the University, and shall provide the following student centred services:
  - i. A walk-in facility with dedicated peer-tutors trained to provide editorial and research services to students in need of assistance on their projects/assignments in line with academic writing standards;
  - ii. Periodic research and writing workshops, in relevant areas, to equip students with the needed skills to enhance academic research and writing;
  - iii. The Centre shall also assist in linking students, who are engaged in cutting edge research, to relevant institutions and research funding agencies;
  - iv. The Centre shall engage in commercial research to contribute to community development;
  - v. The Centre, in collaboration with the various students' associations, shall organise community engagement programmes.
- e. The Centre shall be headed by a Director who shall be at the level of a Head of Department;
- f. The Director shall be of at least a Senior Lecturer rank and shall be appointed by the Vice Chancellor for a three-year term renewable only once except circumstances determine otherwise;
- g. The Director shall be responsible to the Pro-Vice Chancellor in providing leadership and main-

taining good order of the Centre in accordance with policies and procedures prescribed by these Bylaws;

h. The Centre shall be assigned to a School/Faculty as determined by the Academic Board.

## **Section 2. Centre for Academic Research and Engaged Scholarship Board**

- a. There shall be a Board of the Centre for Academic Research and Engaged Scholarship consisting of:
  - i. Director of the Centre as Chair;
  - ii. Dean of the School of Graduate Studies;
  - iii. Representative from each Faculty or School;
  - iv. Director of Academic Planning and Quality Assurance or his representative;
  - v. Chief Finance Officer or his/her representative;
  - vi. Assistant Registrar as Secretary.
- a. The Board shall plan and evaluate the activities of the Centre, including budget and programmes and shall maintain quality assurance standards in research.

## **Section 3. Meetings of the Board**

- a. There shall be at least two meetings a semester;
- b. A special meeting shall be convened by the Director at the written request of at least one-half of the total membership of the Board submitted with a statement of the subject matter to be considered. Such a meeting shall be convened within three days of receipt of request;
- c. The quorum for any meeting shall be one-half of the total membership of the Board including the Director and the Secretary.

## **Article XV. CENTRE FOR CAREER SERVICES**

### **Section 1. Establishment of Centre for Career Services**

- a. There shall be a Centre for Career Services established by Council on the recommendation of the Academic Board;
- b. The Centre shall provide
  - i. assistance to students and alumni in the career decision-making process;
  - ii. assistance through career assessments, counselling, and experiential learning opportunities, resources for obtaining career information, developing job seeking skills through seminars, and providing opportunities to interview with employers;
  - iii. platforms for orienting students on entrepreneurship skills and workplace ethics.
- c. The Centre shall be headed by a Director who shall be at the level of a Head of Department;
- d. The Director shall be of at least a Senior Lecturer rank and shall be appointed by the Vice Chancellor on behalf of the Council for a three-year term renewable only once;
- e. The Director shall be responsible to the Dean of Student Life and Services in providing leadership

and maintaining good order of the Centre in accordance with policies and procedures prescribed by these Bylaws.

## **Section 2. Centre for Career Services Board**

### **a. Membership**

- i. Director of the Centre as Chair;
- ii. Representatives of School/Faculties;
- iii. Representative of Chief Finance Officer;
- iv. Director of Academic Planning and Quality Assurance;
- v. Hall Deans;
- vi. Director of University Relations or his/her representative;
- vii. An Assistant Registrar as Secretary.

## **Section 3. Functions and Meetings of the Board of the Centre**

- a. The Board shall plan and evaluate the activities of the Centre, including budget and reports.
- a. Meetings of the Board shall be called by the Director at least twice a semester;
- b. The quorum for any meeting shall be one-half of the total membership of the Board.

## **Article XVI. ESTABLISHMENT OF CAMPUSES AND LEARNING CENTRES**

### **Section 1. Campus:**

- a. The Council may establish extension campuses or learning centres on the recommendation of the Academic Board;
- a. An extension campus shall not be an academic division but a centre or site with basic facilities for teaching and learning such as library, classrooms, laboratory, and adequate qualified academic and administrative/professional staff;
- b. There shall be a Main campus which shall have received accreditation first to operate as a University College or a Chartered University, from which other campuses shall be established;
- c. A Campus may have all modes including regular teaching and learning;
- d. The Main campus may have some or all the academic divisions with all the academic programmes accredited by the accrediting bodies;
- e. An extension campus shall be headed by a Rector who shall be appointed by the Council;
- f. The Rector shall be responsible to the Vice Chancellor for providing leadership and maintaining good order at the campus in accordance with policies and procedures prescribed by these Bylaws;
- g. The programmes run at an extension campus shall be classified under their corresponding Faculties/Schools at the Main Campus.
- h. The University shall operate a centralised system, administratively, academically, and financially from the Main Campus;
- i. Extension Campus officers may include

- i. Rector;
  - ii. Vice Rector;
  - iii. Associate Registrar;
  - iv. Associate Finance Officer;
  - v. Associate Dean of Student Life and Services.
- j. Extension Campus Officers shall be responsible to their respective Officers or Directors at the Main Campus on technical matters while administratively reporting to the Rector of the campus;
- k. An Extension Campus may become a College and headed by a Provost if it runs programmes different from those at the Main Campus and from three or more Faculties/Schools.

## **Section 2. Learning Centre:**

- a. The Council may establish Learning Centres for non-regular academic programmes on the recommendation of the Academic Board;
- b. A Centre shall be a site for only teaching and learning with E-Library;
- c. A Centre shall be headed by a Coordinator who shall be of at least a Senior Lecturer rank and shall be appointed by the Vice Chancellor on behalf of the Council;
- d. A Coordinator shall be at the level of a Head of Department and shall coordinate teaching activities at the Centre in consultation with Heads of Department of the programmes which are run at the Centre;
- e. A Centre shall run only such programmes as approved by Academic Board.

## **Section 3. Extension Campus Management Committee**

### **a. Functions**

There shall be an Extension Campus Management Committee whose responsibility shall be to:

- i. advise the Rector and take decisions on all matters of the general function in directing the activities of the campus;
- ii. review the activities of the various units of the campus;
- iii. report at the end of every semester through the Rector to the Vice Chancellor on the performance of the campus;
- iv. recommend strategic development of the campus to the Vice Chancellor;
- v. ensure compliance with all relevant policies of the University and Seventh-day Adventists.

### **b. Membership**

The composition of the Management Committee shall be as follows:

- i. Rector as Chair;
- ii. Vice Rector;
- iii. Associate Registrar;
- iv. Associate Finance Officer;
- v. Associate Physical Development and Estate Management Officer
- vi. Associate Auditor;
- vii. Associate Dean of Student Life and Services;
- viii. Associate Chaplain;
- ix. Faculty/School Coordinators.

#### **Section 4. Academic Administration**

- a. The Rector shall be the chief administrator of an extension campus and shall be responsible to the Vice Chancellor.
- b. The Rector shall be appointed at least three months before the office becomes vacant. His/her term of office shall be five years and renewable for a second term only.
- c. The Rector shall oversee the implementation of all decisions of the Academic Board and the Welfare Services Board.
- d. Course codes shall be the same for all campuses and centres.
- e. There shall be programme coordinators who shall be responsible for teaching, recruiting students, attending to students and teaching staff's academic needs and queries, managing quality teaching and learning environment, submission of monthly report of performance, and any other responsibility assigned by the Rector.
- f. Teaching staff of the University may be assigned responsibilities at any of the University's campuses and learning centres.
- g. There shall be an Associate Librarian who shall oversee the library services on the extension campus and report to the University Librarian on technical matters and to the Rector on administrative matters.
- h. Appointments and promotions of both teaching and non-teaching staff shall be made at the Main Campus by the relevant committees.
- i. Sessions of Matriculation and Congregation shall be organised for long distance extension campuses and shall be attended and officiated by the Principal Officers, Key Officers, and Deans of Faculties/Schools whose programmes run at the extension campus.

#### **Section 5. General Administration**

- a. There shall be an Associate Registrar of the rank of at least Senior Assistant Registrar who shall be responsible to the Registrar on technical matters, while reporting administratively to the Rector.
- b. The Associate Registrar shall be responsible for the day-to-day administrative issues of the campus.
- c. There shall be other registry staff to assist in the general administration of the campus.

#### **Section 6. Financial Administration**

- a. There shall be an Associate Finance Officer of the rank of at least Senior Accountant who shall be responsible to the Chief Finance Officer on technical accounting matters while reporting administratively to the Rector.
- b. The Associate Finance Officer shall assist the Chief Finance Officer in the preparation of the extension campus budget.
- c. All purchases for the extension campus, except as may be allowed by the University Administration,



shall be processed by the Procurement Department of the Main Campus.

- d. Cheques, except as may be allowed by the University Administration, shall be prepared and signed at the Main Campus.
- e. An imprest shall be given for the daily operations of the extension campus.
- f. Salaries and allowances for both full-time and part-time employees shall be paid from the Main Campus.

### **Section 7. Associate Dean of Student Life and Services**

- a. There shall be an Associate Dean of Student Life and Services for the extension campus;
- b. He/she shall liaise with the Rector, Associate Registrar, Associate Finance Officer, and other officers of the campus on issues bordering on the welfare of students.
- c. He/she shall be responsible to the Rector subject to the directives of the Dean of Student Life and Services of the University.
- d. He/she shall possess the requisite qualification to teach.
- e. He/she shall be appointed by the Vice Chancellor for a term of three years renewable for a second term only.

### **Section 8. Information Technology Services**

- a. There shall be a Directorate of Information Technology Services of the University whose services shall be extended to all campuses.
- b. There shall be a centralised school management system for the main and extension campuses.
- a. There shall be a centralised University Website which shall link all extension campuses.
- b. There shall be an ITS staff not below the rank of Senior Assistant who shall manage the campus' ITS issues in collaboration with staff of the Main campus. He/she shall be responsible to the Director of ITS while reporting to the Rector.

### **Section 9. Physical Development and Estate Management**

- a. There shall be a Directorate of Physical Development and Estate Management of the University which shall be responsible for the construction and maintenance of physical facilities for all campuses of the University.
- b. There shall be a database of skilled and essential service providers such as Electrical Technician, Plumber, Mason, and an outsourced security service.
- c. There shall be a Senior Staff not below the rank of Senior who shall manage the campus' physical infrastructural needs in collaboration with staff of the Main campus.
- d. He/she shall be responsible to the Director of Physical Development and Estate Management while reporting administratively to the Rector.

## **Section 10. Food Services**

- a. The University Cafeteria shall extend its services to the extension campuses to serve regular students.
- b. A Senior Staff not below the rank of Senior shall manage the cafeteria services of an extension campus. He/she shall be responsible to the Director of Food Services while reporting administratively to the Rector.

## **Section 11. Chaplaincy**

- a. There shall be an Associate Chaplain for the extension campus who shall be responsible to the Rector and subject to the directives of the University Chaplain.
- b. The Associate Chaplain shall be appointed by the Vice Chancellor for a term of three years renewable for a second term only.

## **Section 12. University Relations Directorate**

- a. There shall be a Directorate of University Relations whose services shall extend to the extension campuses.
- b. The Associate Registrar shall liaise with the Directorate of University Relations on the Main Campus in matters relating to the directorate.

## **Article XVII. ADMINISTRATIVE/PROFESSIONAL DIVISION**

### **Section 1. Establishment of Administrative/Professional Division**

- a. To facilitate effective and coordinated performance with respect to general operations and administration, Council shall establish directorates which shall provide administrative support to the University under the Office of the Registrar.
- b. The Directors shall be senior members with post-graduate degree and shall be appointed by the Vice-Chancellor on behalf of the Council.
- c. The following officers shall operate under and be responsible to the Registrar in performance of their functions and shall constitute the Registry:
  - i. Director of Physical Development and Estate Management;
  - ii. Director of University Health Services;
  - iii. Director of Human Resource;
  - iv. Director of Academic Affairs;
  - v. Director of University Relations;
  - vi. Director of Legal, Consular and General Services;
  - vii. Director of Information Technology Services
  - viii. Head of Procurement;

- ix. College Registrars;
- x. Associate Registrars;

## **Article XVIII. DIRECTORATE OF PHYSICAL DEVELOPMENT AND ESTATE MANAGEMENT**

### **Section 1. Establishment of Physical Development and Estate**

#### **Management Directorate**

- a. The Directorate of Physical Development and Estate Management shall be responsible for providing and maintaining the physical infrastructure, including buildings, plant, machinery, utilities, roads, byways, grounds and gardens of the University, whether owned, leased or otherwise controlled or possessed by the University, wherever situated
- a. The Directorate shall be headed by a Director who shall be appointed by the Vice Chancellor on behalf of the Council.
- b. The Director shall hold a post-graduate degree in the relevant area and be licensed by the relevant professional body in Ghana.
- c. The Director shall report to the Registrar.

### **Section 2. The Duties and Responsibilities of the Director of Physical Development and Estate Management**

Without prejudice to the generality of the foregoing, the Director of Physical Development and Estate Management shall be specifically responsible for:

- a. the supervision of works and contracts to ensure that construction and renovations are in consonance with prevailing industry standards and specifications, taking due cognizance of the needs and requirements of the University;
- b. the management of construction contracts with a view to ensuring compliance and due delivery of projects;
- c. the procurement of consultancy services relating to the provision of technical advice on construction in compliance with relevant law and these Bylaws;
- d. the management and maintenance of the buildings, roads, drains, parks and gardens of the University and their designs and drawings;
- e. the construction and maintenance of residential facilities for students;
- f. the management and control of land use and the maintenance of records on all and transactions entered into by and on behalf of the University;
- g. the provision of valuation services;
- h. the management, control and disposal of waste;
- i. the provision of fumigation and other pest control services;

- j. the discharge of any other assignments that the Registrar shall deem necessary.

### **Section 3. Appointment of Director of Physical Development and Estate Management**

- a. Three months before the office of the Director of Physical Development and Estate Management becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
- b. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Director to serve the unexpired period of the term.
- c. The appointment of a Director shall be for four years renewable for a second term only.

## **Article XIX. DIRECTORATE OF UNIVERSITY HEALTH SERVICES**

### **Section 1. Establishment of University Health Services Directorate**

- a. The Directorate of Health Services shall be responsible for ensuring preventive, personal, environmental and public health services to the University community.
- b. The Directorate shall be headed by a Director who shall be appointed by the Vice Chancellor on behalf of Council and the Director shall report to the Vice Chancellor through the Registrar.
- c. The Director shall hold a post-graduate degree and be a licensed specialist in a health related field.
- d. He/she shall exercise professional and administrative supervision over the medical, paramedical and all other staff within the University Health Services.
- e. He/she shall, by virtue of his office, be a member of the University Health Services Management Committee.
- f. He/she shall perform any other functions as may be assigned to him by the Vice Chancellor.

### **Section 2. Appointment of Director of Health Services**

- a. Three months before the office of the Director of University Health Services becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
- b. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Director to serve the unexpired period of the term.

- c. The Director of the University Health Services shall hold office for a term of four years renewable.

### **Section 3. The Duties and Responsibilities of the Director of University Health Services**

Without prejudice to the generality of the foregoing, the Director of Health Services shall be responsible for:

- a. Ensuring the efficient and effective delivery of health services to members of the University and their families;
- b. The supervision of health workers;
- c. The procurement of drugs, hospital equipment and other goods and services needed for the efficient operation of the University Hospital;
- a. Planning and monitoring the development of the University Hospital and its health programmes.

## **Article XX. DIRECTORATE OF HUMAN RESOURCE**

### **Section 1. Establishment of the Human Resource Directorate**

- a. The Directorate of Human Resource shall be responsible for the strategic management and development of the University's human resource.
- b. The Directorate of Human Resource Management and Development shall be headed by a Director who shall be appointed by the Vice Chancellor on behalf of the Council and shall be responsible to the Registrar.
- c. The Director shall possess a post-graduate degree in the relevant area with relevant post-qualification experience.

### **Section 2. Duties and Responsibilities of the Director of Human Resource**

The duties and responsibilities of the Director of Human Resource shall be to:

- a. lead in the development and implementation of the human resource policies of the University;
- a. provide strategic planning with respect to the human resource needs of the University;
- b. ensure the timely renewal and termination of employment contracts;
- c. institute and maintain a system for monitoring and evaluating the performance of all employees of the University and submit reports thereon to the Registrar;
- d. institute a system for continuing education and in-service training for all employees of the University; and
- e. discharge any other assignment that the Registrar shall deem necessary.

### **Section 3. Appointment of the Director of Human Resource**

- a. Three months before the office of the Director of Human Resource becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
- b. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Director to serve the unexpired period of the term.
- c. The appointment of a Director shall be for four years renewable for a second term only.

## **Article XXI. DIRECTORATE OF ACADEMIC AFFAIRS**

### **Section 1. Establishment of Academic Affairs Directorate**

- a. The Directorate of Academic Affairs shall be headed by a Director who shall be appointed by the Vice Chancellor on behalf of Council and shall be responsible to the Registrar, for the implementation of the academic policies of the University.
- b. The Director shall possess a post-graduate degree in relevant area with relevant post-qualification experience.

### **Section 2. Duties and Responsibilities of the Director of Academic Affairs**

- a. The Director of Academic Affairs shall assist the Registrar in:
  - i. the preparation and implementation of the academic calendar;
  - ii. the processing of admission applications including advertisements for such applications;
  - iii. making physical arrangements for all academic functions of the University in collaboration with the Director of Physical Development and Estate Management;
  - iv. the preparation and issuance of statements of examination results, transcripts and certificates;
  - v. the preparation and publication of academic materials, including the Academic Bulletin in consultation with the Director of University Relations; and
  - vii. the discharge of any other assignments that the Registrar shall deem necessary.
- b. The Director of Academic Affairs shall be responsible for the admission of students in accordance with regulations for the time being in force governing admissions. He/she shall adhere at all times to the criteria for selecting applicants approved by the Academic Board.
- c. The Director of Academic Affairs shall be responsible for coordinating the dealings of the University with all affiliated institutions.

### **Section 3. Appointment of Director of Academic Affairs**

- a. Three months before the office of the Director of Academic Affairs becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Ap-

pointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.

- b. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Director to serve the unexpired period of the term.
- c. The appointment of a Director shall be for four years renewable for a second term only.

## **Article XXII. DIRECTORATE OF UNIVERSITY RELATIONS**

### **Section 1. Establishment of University Relations Directorate**

- a. There shall be a Directorate of University Relations which shall be headed by a Director appointed by the Vice Chancellor on behalf of Council and who shall be responsible to the Registrar for cultivating, coordinating and maintaining the University's relations with its publics, including the media.
- b. The Directorate of University Relations shall be responsible for creating and maintaining the University's corporate image and relationship with key publics, managing events and communicating with the University's stakeholders.
- c. The Director shall possess a post-graduate degree in the relevant area with relevant post-qualification experience.

### **Section 2. Responsibilities of the Director of University Relations**

The responsibilities of the Director of University Relations shall be:

- a. Overseeing the University's functions and events including Congregation and inaugural, interfaculty and public lectures;
- b. Receiving guests and visitors of the University and providing the necessary courtesies;
- c. Regulating and controlling the putting up of notices, posters and banners;
- d. The maintenance of relations with the Alumni of the University;
- e. The production of University publications;
- f. The discharge of any other assignments that the Registrar shall deem necessary;
- g. Spokesperson of University affairs.

### **Section 3. Appointment of Director of University Relation**

- a. Three months before the office of the Director of University Relations becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
- b. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Director to serve the unexpired period of the term.
- b. The appointment of a Director shall be for four years renewable for a second term only.

## **Article XXIII. DIRECTORATE OF LEGAL, CONSULAR AND GENERAL SERVICES**

### **Section 1. Establishment of Legal, Consular and General Services Directorate**

- a. There shall be a Directorate of Legal, Consular and General Services which shall be headed by a Director appointed by the Vice Chancellor on behalf of the Council and who shall be responsible to the Registrar.
- b. The Directorate of Legal, Consular and General Services shall be responsible for providing legal, consular, general and other specialised services in the University.
- c. The Director shall possess a post-graduate degree in the relevant area with relevant post-qualification experience.

### **Section 2. Appointment of Director of Legal, Consular and General Services**

- a. Three months before the office of the Director of Legal, Consular and General Services becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
- b. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Director to serve the unexpired period of the term.
- c. The appointment of a Director shall be for four years renewable for a second term only.

## **XXIV. DIRECTORATE OF INFORMATION TECHNOLOGY SERVICES**

### **Section 1. Establishment of Information Technology Services Directorate**

- a. There shall be a Directorate of Information Technology Services which shall be headed by a Director appointed by the Vice Chancellor on behalf of the Council and shall be responsible to the Registrar.
- b. The Directorate of Information Technology Services shall be responsible for providing and maintaining the IT infrastructure of the University, wherever situated.
- c. The Director shall possess a postgraduate degree in the relevant area and be licensed by a recognised national or international professional body with relevant post-qualification experience.
- d. The Directorate shall:
  - i. provide leadership for the development of a progressive ITS environment within the University and all distance learning centres;
  - ii. develop programmes and schedules that include privacy and security oversight for academic and administrative information processes to meet the goals and objectives of the University;



- iii. oversee the design and facilitate the integration of sound ITS architecture, technology standards and best practices for the University;
- iv. oversee the development of the University's investment in IT;
- v. ensure the identification and installation of appropriate and progressive IT infrastructure that can support administration, and enhance teaching and research
- vi. oversee the development, design and implementation of new application and changes to existing computer system and software packages;
- vii. advise senior management on strategic systems conversions and integration in support of institutional goals and objectives;

## **Section 2. Appointment of Director of Information Technology Services**

- a. Three months before the office of the Director of Information Technology Services becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
- b. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Director to serve the unexpired period of the term.
- c. The appointment of a Director shall be for four years, renewable for a second term only.

## **Article XXV. ASSOCIATE FINANCE OFFICERS**

### **Section 1. Establishment**

- a. To facilitate effective and coordinated performance with respect to financial operations, there shall be Associate Finance Officers at the level of Directors who shall serve under the Chief Finance Officer.
- b. The Associate Finance Officers shall be senior members with post-graduate degree and shall be appointed by the Vice-Chancellor on behalf of the Council.
- c. They shall include the following:
  - i. Associate Finance Officer, Accounting
  - ii. Associate Finance Officer, Treasury
  - iii. Associate Finance Officer, Extension Campus
  - iv. General Manager, University Ventures

## **Article XXVI. ASSOCIATE FINANCE OFFICER, ACCOUNTING**

### **1. Associate Finance Officer, Accounting**

- a. There shall be an Associate Finance Officer who shall be responsible, under the Chief Finance Officer, for providing financial guidance, advice, and proper bookkeeping according to the Seventh-day Adventist Accounting Manual and International Financial Reporting Standards.
- b. **The Associate Finance Officer shall**

- i. prepare the management and financial accounts of the University
  - ii. prepare financial plans and budget of the University
  - iii. ensure all accounts are reconciled
  - iv. produce fixed assets reports
  - v. provide variance analysis reports
  - vi. report on inventories
  - vii. perform any other duties assigned by the Chief Finance Officer
- c. **Appointment**
- i. Three months before the office of the Associate Finance Officer, Accounting becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
  - ii. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Associate Finance Officer to serve the unexpired period of the term.
  - iii. The appointment of an Associate Finance Officer shall be for four years renewable for a second term only.

## **Article XXVII. ASSOCIATE FINANCE OFFICER, TREASURY**

### **1. Associate Finance Officer, Treasury**

- a. There shall be an Associate Finance Officer who shall be responsible, under the Chief Finance Officer, for providing financial guidance and advice, and supporting the procurement process, payment assistance, and disbursement assistance.
- b. **The Associate Finance Officer shall:**
  - i. ensure proper cash management and forecasting
  - ii. handle credit management
  - iii. handle the University's investments, securities and insurance
  - iv. supervise the preparation of the payroll and statutory payments, and tax compliance
  - v. supervise the disbursement and accounting of petty cash
  - vi. maintain a banking relationship with financial institutions
  - vii. perform any other duties assigned by the Chief Finance Officer
- c. **Appointment**
  - i. Three months before the office of the Associate Finance Officer, Treasury becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
  - ii. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Associate Finance Officer to serve the unexpired period of the term.
  - iii. The appointment of an Associate Finance Officer shall be for four years renewable for a second term only.

## **Article XXVIII. ASSOCIATE FINANCE OFFICER, EXTENSION CAMPUS**

### **1. Associate Finance Officer, Extension Campus**

- a. There shall be an Associate Finance Officer who shall be responsible, under the Chief Finance Officer, for the financial administration of an extension campus.
- b. The Associate Finance Officer shall
  - i. assist the Chief Finance Officer in the preparation of the extension campus budget
  - ii. see to the sound financial administration of the campus
  - iii. ensure that the campus operates in accordance with authorised budgets
  - iv. ensure the preparation, presentation, and interpretation of periodic management reports, cash flow reports, and cost statements
  - v. advise management on cost control issues and achieving budget plans
  - vi. assist with the implementation of the University's financial policies
  - vii. ensure that all revenue is collected and payments are duly made
  - viii. ensure accountable stewardship and secure custody of money and other University assets
  - ix. perform any other duties that shall be signed by the Rector, the Chief Finance Officer, or the Vice-Chancellor.
- c. **Appointment**
  - a. Three months before the office of the Associate Finance Officer, Extension Campus becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
  - a. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Associate Finance Officer to serve the unexpired period of the term.
  - b. The appointment of an Associate Finance Officer shall be for four years renewable for a second term only.

## **Article XXIX. GENERAL MANAGER, UNIVERSITY VENTURES**

### **1. General Manager, University Ventures**

- a. There shall be a General Manager for the University Ventures who shall serve, under the Chief Finance Officer, as the group head of all the ventures of the University.
- b. The General Manager shall
  - i. be responsible for marketing, promoting, and expanding the ventures;
  - ii. ensure proper controls in accordance with the Control Manual
  - iii. evaluate income properly in accordance with the applicable rates and ensure its timely collection
  - iv. ensure that adequate provision is made for the safekeeping of cash, official receipts, stamps, cheque books, requisition books, Local Purchase Order Books and all other records and property
  - v. supervise officers entrusted with the receipt and expenditure of funds and take precautions against misappropriation or negligence through effective and regular checks
  - vi. ensure that no payment is made without obtaining the appropriate authorisation
  - vii. inspect and verify amounts with the balances shown in the records on daily basis.

- viii. submit any financial statements or reports that Management requires
- ix. ensure that all account books and documents are kept in compliance with the accounting standards
- x. serve on all Ventures Board
- xi. perform any other functions that may be assigned by Chief Finance Officer.

### **c. Appointment**

- i. Three months before the office of the General Manager, University Ventures becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
- ii. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting General Manager, University Ventures to serve the unexpired period of the term.
- iii. The appointment of a General Manager, University Ventures shall be for four years renewable for a second term only.

## **Article XXX. DIRECTORATE OF CHAPLAINCY AND COUNSELLING**

### **Section 1. Establishment of the Chaplaincy and Counselling Directorate**

- a. The Directorate of Chaplaincy shall be responsible for the overall spiritual, psychological and emotional well-being of the members of the University community.
- b. The University Chaplaincy shall operate under the governance of the Chaplaincy Board which shall be responsible to the University Welfare Services Board in development and supervision of policy implementation.
- c. The Chaplaincy Board provides managerial direction of the Directorate of Chaplaincy and Counselling.
- d. The Directorate of Chaplaincy and Counselling shall be headed by University Chaplain and the Directorate shall comprise three units, namely, Chaplaincy, Church, and Counselling.

### **Section 2. The University Chaplain**

- a. There shall be a University Chaplain who shall be appointed by the Vice Chancellor on behalf of the Council in consultation with the Ministerial Association of the University and the Ministerial Associations of the Unions of Seventh-day Adventist Church in Ghana.
- b. The University Chaplain shall be an ordained Minister of the Seventh-day Adventist Church and shall have a post-graduate degree in the relevant area and shall be certified by a recognised body such as Adventist Chaplaincy Institute.
- c. The University Chaplain shall be responsible to the Vice Chancellor in performance of his duties.

- d. The University Chaplain shall be assisted by Associate Chaplains, Church Pastor, and Counsellor in performance of his duties.
- e. The University Chaplain shall plan annually the chaplaincy services for each learning centre as per the regularity of operations and shall submit the plans to Chaplaincy Board for approval and execution.
- f. The University Chaplain shall, in consultation with the Associate Chaplain of the Extension Campus, plan annually for chaplaincy services for the campus.
- g. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting University Chaplain to serve the unexpired period of the term.
- h. The appointment of a University Chaplain shall be for four years renewable for a second term only.

### **Section 3. The Chaplaincy Unit**

- a. The University Chaplaincy unit shall encourage, supervise, manage, and assess the spirituality of the members of the community and shall be headed by an Associate Chaplain.
- b. The Associate Chaplain shall be appointed by the Vice Chancellor on behalf of the Council in consultation with the Ministerial Association of the University and the local Conference of Seventh-day Adventist Church.
- c. The Associate Chaplain shall be responsible to the University Chaplain in the discharge of his duties.
- d. The Associate Chaplain shall be an ordained Minister of the Seventh-day Adventist Church and hold a post-graduate degree in the relevant area.
- e. The Associate Chaplain shall be responsible for the planning and execution of chaplaincy services at students' halls, staff residence, ventures, cafeteria, offices, classrooms, off-campus students, and visitors of the University.
- f. The Associate Chaplain shall develop appraisal instrument together with the Directorate of Quality Assurance to assess annually the work of the Unit.
- g. The Associate Chaplain shall coordinate and supervise the on-campus and off-campus ministries of the evangelistic teams including singing groups of the University Chaplaincy.
- h. Each extension Campus shall have a Church Pastor who shall also serve as an Associate Chaplain and shall be assisted by Ministerial Interns of the local Conference.
- i. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Associate Chaplain to serve the unexpired period of the term.
- j. The appointment of a University Associate Chaplain shall be for three years renewable a second term only.

## **Section 4. The Church Unit**

- a. There shall be a University Church which shall be headed by the University Pastor.
- b. The Church Pastor shall be appointed by the local Conference of the Seventh-day Adventist Church in consultation with the Vice Chancellor and shall serve for three years.
- c. The Church Pastor shall be an ordained Minister of the Seventh-day Adventist and shall have a post-graduate degree in the relevant area of pastoral ministry.
- d. The Church Pastor shall be responsible to the University Chaplain in the performance of his duties relative to the University Church but shall report to the local Conference in the performance of his duties as the University Pastor.
- e. The Church Pastor shall provide leadership in the management of all church activities on campus as prescribed by the Seventh-day Adventist Church Manual.
- f. The Church Pastor shall be assisted by Associate Church Pastors.
- g. Where necessary, Associate Pastors shall be assigned to worship centres by the Church Pastor in consultation with the Chaplaincy Board.
- h. The University Church shall include all worship centres for adult, youth, and children worshippers.
- i. The University church officers shall be elected by the University Church in accordance with the Church Manual.
- j. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Church Pastor to serve the unexpired period of the term.

## **Section 5. The University Church Board**

### **a. Membership**

There shall be a University Church Board whose membership shall include:

- i. University Church Pastor as Chair
- ii. Associate Pastors;
- iii. All other officers as required by the Church Manual.

### **In attendance**

- i. University Chaplain;
- ii. Ministerial Secretary of the Ministerial Association of the University;
- iii. Chair, Chaplaincy Board.

## **Section 6. The Counselling Unit**

- a. There shall be a Counselling Unit which shall provide psychological and emotional support to members of the University community.
- b. The Counselling Unit shall provide special academic counselling support to trailing students.
- c. There shall be a University Counsellor who shall be appointed by the Vice Chancellor on behalf of

the Council.

- d. The Counsellor shall be responsible to the Chaplain in the performance of his/her duties.
- e. The Counsellor shall provide serene environment to assist staff and students who may feel victimized or harassed in any form—occupational, sexual, disability-based, age-based, religious, gender, racial/ethnic, physical threats, victim of rumours, belittling, cyber, sexting.
- f. Each extension campus shall have an Associate Counsellor.
- g. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting University Counsellor to serve the unexpired period of the term.
- h. The appointment of a University Counsellor shall be for three years renewable for a second term only.

### **Section 7. The University Chaplaincy Secretariat**

- a. A Senior Assistant Registrar shall serve as the general administrator of the Directorate.
- b. The administrator shall attend to the services of the three units but shall be responsible to the University Chaplain.
- c. The administrator shall assist the officers in planning and managing the schedules of activities of the Units.
- d. The administrator shall serve as secretary of the Chaplaincy Board.
- e. The administrator shall ensure implementation of policy decisions of the Chaplaincy Board.

## **Article XXXI. DIRECTORATE OF INTERNAL AUDIT**

### **Section 1. Establishment of Internal Audit Directorate**

- a. The Directorate of Internal Audit shall perform the internal audit of the accounts and financial transactions of the University.
- b. The Directorate shall be headed by a Director of Internal Audit who shall be appointed by the Vice Chancellor on behalf of the Council.
- c. The Director of Internal Audit shall possess a post-graduate degree in the relevant area and shall be licensed by a recognised body such as the Institute of Chartered Accountants (Ghana and/or international), and shall have had at least ten years of postgraduate experience as a professional accountant with the necessary experience in auditing.
- d. The Director of Internal Audit shall report administratively to the Vice Chancellor and functionally to the Audit Committee of Council.

### **Section 2. Duties and Responsibilities of the Director of Internal Audit**

The Director of Internal Audit shall:

- a. ensure the establishment and operation of an efficient and effective financial control system;
- b. verify all proposed expenditures to ensure compliance with laid-down internal control systems and other state requirements;
- c. vet assets;
- d. conduct periodic examination of the accounts of the University including the units with limited financial and operational autonomy;
- e. monitor and ensure that all expenditures incurred have been authorised and are within budgetary provisions;
- f. conduct periodic management audit and submit reports to the Vice Chancellor and the Council;
- g. liaise with External Auditors and ensure that appropriate action is taken on audit findings;
- h. submit periodic audit reports on the activities of all units to the Vice Chancellor;
- i. conduct investigations and issue queries as appropriate;
- j. perform such other related functions as may be prescribed by Council, the Vice Chancellor, or the Academic Board.

### **Section 3. Appointment of Director of Internal Audit**

- a. Three months before the office of the Director of Internal Audit becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
- b. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Director of Internal Audit to serve the unexpired period of the term.
- c. The appointment of the Director of Internal Audit shall be for four years renewable for a second term only.

## **Article XXXII. DIRECTORATE OF ACADEMIC PLANNING AND QUALITY ASSURANCE**

### **Section 1. Establishment of Academic Planning and Quality Assurance Directorate**

- a. The Directorate of Academic Planning and Quality Assurance shall be responsible for coordinating academic programmes' planning and renewal of programmes' accreditation, and ensuring quality standards in all sections of the University.
- b. The Academic Planning section specifically shall deal with review, renewal and development of academic programmes, including :
  - i. submission of new and revised programmes to the regulatory authorities;
  - ii. review and development of approaches to teaching, learning and assessment;
  - iii. preparing assessment tools for peer review and students' evaluation;
  - iv. ensuring maintenance of standards as prescribed by relevant accrediting bodies;
  - v. receiving annual reports from departments on the implementation of recommendations of accrediting bodies;
  - vi. publishing through the Registrar the updated accreditation status of all programmes on the



- University's website;
- vii. engaging the Deans to assess the implementation of academic strategy of the University and assist the academic departments in the development, review, and renewal of programmes in line with best practice.
- c. The Quality Assurance section shall be concerned with:
    - i. conducting periodic evaluation of the academic and professional administrative support services of the University;
    - ii. collaborating with the Human Resource Directorate in conducting periodic performance management appraisal of the academic and administrative/ professional staff of the University; and
    - iii. establishing mechanism in monitoring and assessing the performance of all sections of the University to ensure quality assurance of services.
  - d. The Directorate of Academic Planning and Quality Assurance shall be headed by a Director who shall report to the Vice Chancellor. The Director shall be of at least a senior lecturer rank with considerable teaching, research and administrative experience.

## **Section 2. Appointment of Director of Academic Planning and Quality Assurance**

- a. Three months before the office of the Director of Academic Planning and Quality Assurance becomes vacant, the Registrar shall advertise such vacancy and invite applications from qualified candidates. The University Appointments and Promotions Committee shall assess and interview the applicants and make recommendation for appointment to the Council.
- b. When a vacancy occurs on the account of death, incapacity, removal, resignation or retirement, the Vice Chancellor shall appoint an acting Director to serve the unexpired period of the term.
- c. The appointment of a Director shall be for three years renewable for a second term only.

## **Article XXXIII. CONVOCATION**

### **Section 1. Composition of Convocation**

- a. There shall be a Convocation of the University which shall be composed of Senior Members.
- b. The Registrar shall compile a register of the members of Convocation which shall be published every academic year in June.
- c. The persons whose names appear on the register of Convocation shall be entitled to vote at Convocation.
- d. Convocation of the University shall be composed of the following:
  - i. Chairperson;
  - ii. Vice Chancellor;
  - iii. Pro Vice Chancellor;
  - iv. Registrar;
  - v. Chief Finance Officer;
  - vi. Dean of Student Life and Services;
  - vii. Professors (including Professors on post-retirement contract) and Librarian;
  - viii. Provosts, Directors, and Deans of Faculty/School in the University;

- ix. Associate Professors, Deputy Librarians, Deputy Registrars, Director of Health, Director of Physical Development and Estate Management, Director of Internal Audit, Senior Lecturers, Senior Research Fellows, Associate Finance Officers, Senior Assistant Registrars, Senior Assistant Librarians, Senior Medical Officer
  - x. Lecturers, Assistant Librarians, Assistant Research Fellows, Medical Officers, Accountants, Assistant Lecturers, Junior Assistant Research Fellows, Junior Assistant Librarians, Assistant Accountants, Junior Assistant Registrars;
- e. Any other person holding office in the University who is approved by the Academic Board for this purpose.

## **Section 2. Functions**

Convocation shall perform the following functions:

- a. Express an opinion on any matter affecting the University at its duly constituted assembly.
- b. Refer any relevant matter to a University body for consideration, while following due process, which shall include writing to the University Administration on such relevant matters.
- c. Elect Convocation representatives on Council
- d. Elect Executives of Convocation
- e. Receive reports from its representatives on the activities of the respective committees to which they have been appointed
- f. Receive a report from the Vice-Chancellor towards the end of each semester on the state of the University, including academic, human resource, financial and infrastructural matters, and the future plans of the University. In particular, the Vice Chancellor's report to Convocation shall include an address on the following matters:
  - i. Academic matters including the approval and accreditation of programmes
  - ii. Staff and students' welfare;
  - iii. External relations and affiliations;
  - iv. Physical development, funds required to complete each project, and expected completion date;
  - v. Statement of income and expenditure for the immediate past semester.

## **Section 3. Meeting of Convocation**

- a. As he or she shall determine, the Chairperson of Convocation shall convene a regular meeting of Convocation at least once a semester.
- b. On a written request of at least 50 members submitted with a statement of the subject matter to be discussed at a special meeting, a special meeting of Convocation shall be convened by the chairperson within 30 days of receipt of the request.
- c. No special meeting shall be called within three months of the last meeting if the purpose of the intended special meeting is the same or substantially the same as that of the last meeting.
- d. If the question shall arise as to whether or not the purpose of the two meetings is the same or substantially the same, the decision of the Chairperson shall be final.
- e. The quorum for meetings of Convocation shall be fifty members, including the Chairperson and the Secretary.

## **Section 4. Executives of Convocation**

- a. There shall be Executives of Convocation who shall be elected by members of Convocation.
- a. The Executives shall consist of:
  - i. Chairperson of Convocation;
  - ii. Vice-Chairperson;
  - iii. Two representatives each from academic and administrative members;

- iv. Secretary appointed by the Registrar.
- b. The Executives shall hold office for a term of two consecutive academic years renewable once, after which they may normally not be eligible for re-appointment until two years have elapsed.
- c. The Executives shall be responsible for protecting the interest of Convocation which shall include:
  - i. Ensuring that decisions of Convocation are duly implemented;
  - ii. Studying all events of the University to ensure that matters of interest to Convocation are brought to its attention;
  - iii. Safeguarding the interests of individual members of Convocation;
  - iv. Making proposals to Convocation for the improvement and proper functioning of the University;
  - v. Promoting the interest of the University.
- d. The Chairperson shall preside over the Executives' meetings and shall ensure that decisions of the Convocation and the Executives are implemented.
- e. The Vice-Chairperson shall deputize for the Chairperson in his/her absence.
- f. The quorum for meetings of the Executives of Convocation shall be four members, including the Chairperson and the Secretary.

## **Section 5. Election of Convocation Representative on Council**

- a. Convocation shall elect from its members two persons to serve on Council. A Convocation representative on Council shall hold office for a term of two consecutive academic years renewable once, after which they may normally not be eligible for reappointment until two years have elapsed.
- b. A member of Convocation may vote by proxy in which case he/he shall communicate the name of such proxy to the Registrar not later than forty-eight hours prior to the election.
- c. The Registrar shall be the Returning Officer and shall conduct the election by secret ballot. He/she shall be assisted by three scrutinisers appointed by Convocation. No election shall be valid unless and until the scrutinisers have unanimously certified in writing to the Academic Board that the counting of the votes and the declaration of the candidates elected have been correctly carried out.
  - i. A candidate for election must be proposed by a member of Convocation, and seconded in writing to the Registrar by two other members of Convocation. The candidate must indicate in writing his/her willingness to contest the elections.
  - ii. It shall be the duty of the Registrar to notify all members of Convocation of the existence of vacancies on the University Council, and shall at the same time call for nominations allowing two weeks for these to be received. He/she shall then notify all members of Convocation of the date of the election which shall not be later than two weeks after the date on which nominations closed.
  - iii. Of the two Convocation members of Council, one shall be teaching, and the other non-teaching senior member. The election shall be conducted in two divisions with separate lists of candidates and separate ballot papers for each division. All members of Convocation shall be entitled to vote in each division.
  - iv. If a vacancy occurs in the Convocation representation on Council during the year through death, resignation, or any other cause, the Registrar shall immediately notify members of Convocation of such vacancy and shall conduct a by-election. Such a by-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the residue of the term for which the member whom he replaces was elected.

## **Article XXXIV. COMMITTEES OF THE ACADEMIC BOARD**

### **Section 1. Executive Committee**

#### **a. Membership**

- i. Vice –Chancellor as Chair
- ii. Pro Vice-Chancellor
- iii. Registrar
- iv. Chief Finance Officer
- v. Dean of Student Life and Services
- vi. Librarian
- vii. Provosts\*
- viii. Rectors
- ix. Deans of schools/Faculties\*
- x. Dean of School of Graduate Studies
- xi. Two members elected by the Academic Board
- xii. Director Academic Planning and Quality Assurance
- xiii. Director of Academic Affairs as Secretary

**b. Quorum**

Fifty percent of the Membership

**c. Functions**

- i. Take such actions and make such decisions as may be necessary to implement the general policy established by the Academic Board, and to carry out such other functions as may from time to time be delegated to it by the Academic Board.
- ii. Decide on the strength of all establishments in the University and the need or otherwise for the creation of new posts in consultation with relevant Heads of Department.
- iii. Receive annual reports from the Registrar as to whether all Committees of the Academic Board have functioned properly throughout the year.
- iv. Advise the Academic Board on the University’s policy on scholarships and to award such University Scholarships as may be approved from time to time.
- v. The decisions of the Executive Committee shall be reported to the Academic Board at its subsequent meeting by the Vice-Chancellor for ratification.

\*Where there are colleges, the Provosts shall be members instead of Deans of Schools/Faculties.

**Section 2. Academic Planning and Quality Assurance Committee**

**a. Membership**

- i. Pro Vice-Chancellor as Chairperson
- ii. Registrar
- iii. Chief Finance Officer
- iv. Vice-Deans of Faculty/School
- v. Librarian
- vi. Director of Academic Planning and Quality Assurance
- vii. Director of Information Technology Services
- viii. Director of Academic Affairs
- ix. Assistant Registrar/ Senior Assistant Registrar (Academic) as Secretary

**b. Quorum**

Fifty percent of the membership

**c. Functions**

- i. Consider the immediate and long-term academic needs of the University and design appropriate strategies and plans.
- ii. Promote effective teaching for critical thinking through programmes that are well packaged without losing the core academic focus of the University.
- iii. Study the operational situation of the University and make appropriate recommendations towards the establishment and/or improvement of the teaching and learning structures of the Uni-

- iversity.
- iv. Monitor and prompt Departments to review their academic programmes.
  - v. Give general guidelines and directions to the operation of the Directorate of Academic Planning and Quality Assurance.
  - vi. Assess quality in all areas of University operations including but not limited to academic matters, physical infrastructure, estate management, environment, ventures, and administration.
  - vii. Advise or provide suggestions to the Vice Chancellor on the areas of improvements in the University.
  - viii. Receive annual reports on the operations of the Directorate of Academic Planning and Quality Assurance.

### **Section 3. Basic Schools Board**

#### **a. Membership**

- i. Dean of School of Education as Chair;
- ii. Director of Human Resource;
- iii. One representative of each College or School/Faculty;
- iv. General Manager of the SDA Education Unit;
- v. A representative of the Chief Finance Officer not below the rank of Senior;
- vi. General Manager of University Ventures;
- vii. One representative of the Parents-Teachers Association;
- viii. Heads of constituent schools;
- ix. One Teacher elected by staff of the constituent schools.

#### **b. In Attendance**

- i. Basic Schools/Senior High School Administrative Assistant;
- ii. An Assistant Registrar appointed by Registrar as Secretary.

#### **c. Quorum**

Fifty percent of the membership.

#### **d. Functions**

- i. To exercise oversight responsibility over the administration of the Basic and Senior High Schools;
- ii. To formulate and implement the academic policy of the Basic and Senior High Schools, and generally to regulate and approve, within the general scope of Ghana Education Service policy, the subjects of study and activities in the Basic and Senior High Schools;
- iii. To consider the immediate and long term academic, physical, financial, developmental and human resource needs of the Basic and Senior High Schools, and to recommend to the Academic Board the appropriate plans and strategies to meet them;
- iv. To make, either on its own initiative, or at the request of the Academic Board, reports and recommendations on any matter affecting the Basic and Senior High Schools and within the scope of policies approved by the Ghana Education Service and the University, take such action or actions, it may deem necessary for the development, welfare and good governance of the entire Basic and Senior High Schools system;
- v. To recommend teachers for appointment and promotion to the University Appointments and Promotions Committee;
- vi. To make regulations for, and handle admissions into the Basic and Senior High Schools;
- vii. To regulate and control the activities of the Parent-Teacher Associations and any other such bodies as necessary to bring them into conformity with policies and directives approved by the University;
- viii. To exercise any other functions and powers as may be assigned to them by the Academic

Board.

#### **Section 4. Information Technology Services (ITS) Committee**

##### **a. Membership**

- i. Registrar as Chair
- ii. Chief Finance Officer or his/her representative
- iii. Librarian or his/her representative
- iv. Director of Information Technology Services
- v. Director of Physical Development and Estate Management
- vi. One Representative from each College or School/Faculty
- vii. Director of Academic Planning and Quality Assurance
- viii. Assistant/ Senior Assistant Registrar as Secretary

##### **b. Quorum**

Fifty percent of the membership.

##### **c. Functions**

- i. Have oversight responsibility over all information technology (IT) infrastructure projects.
- ii. Streamline the acquisition of IT equipment to ensure uniformity of standards.
- iii. Formulate policies for the smooth operation of the Directorate of Information Technology Services.
- iv. Make recommendations to the Academic Board on the use of IT resources.
- v. Ensure the integration of the necessary IT infrastructure in the implementation of the long term institutional strategic plan.
- vi. To advise on the acquisition of IT equipment, infrastructure, and resources;
- vii. To make decisions on improvements in IT services and development;
- viii. To perform any other relevant functions that may be referred or delegated to it by the Academic Board or the Welfare Services Board.

#### **Section 5. Institutional Affiliations and Collaborations Committee**

##### **a. Membership**

- i. Chairperson appointed by Vice-Chancellor;
- ii. One representative from each College or School/Faculty;
- iii. Director of Academic Planning and Quality Assurance;
- iv. Dean of the School of Graduate Studies;
- v. Director of Academic Affairs;
- vi. A representative of the Chief Finance Officer;
- vii. Assistant/Senior Assistant Registrar (Academic Affairs) as Secretary.

##### **b. Functions**

- i. Study affiliation and collaborations proposals and recommend to the Academic Board;
- ii. Exercise oversight responsibility over activities relating to affiliation of
- iii. Colleges/Institutions to the University;
- iv. Prompt Colleges/Faculties/Departments on the time for visitations to the various affiliate institutions;

##### **c. Quorum**

Fifty percent of the membership.

#### **Section 6. Admissions Committee**

##### **a. Membership**

- i. Pro Vice-Chancellor as Chair;
- ii. Registrar;
- iii. Chief Finance Officer;
- iv. Provosts;\*
- v. Deans of Schools/Faculties;\*
- vi. Associate Registrars;
- vii. Director of Academic Planning and Quality Assurance;
- viii. Director of Academic Affairs;
- ix. Senior/Assistant Registrar (Admissions) as Secretary.

\*Where there are Colleges, the Provosts shall be members instead of Deans of Schools/Faculties.

**b. Quorum**

Fifty percent of the membership.

**c. Functions**

- i. Make recommendations on Admissions Policy to the Academic Board;
- ii. Determine admission quotas in consultation with the Vice-Chancellor;
- iii. Approve selections recommended by the Colleges/Faculties/Schools;
- iv. Advise on the review of the admissions requirements of the University from time to time on the recommendations of the Deans of Faculty/School and Heads of Department; and
- v. Perform any other relevant functions which may be referred or delegated to it by the Academic Board.

## **Section 7. Library Committee**

**a. Membership**

- i. Pro-Vice Chancellor as Chair;
- ii. Provosts;
- iii. Deans of Schools/Faculties;
- iv. Chief Finance Officer;
- v. Director of Information Technology Services;
- vi. Librarian;
- vii. Director of Academic Planning and Quality Assurance;
- viii. One representative of SRC;
- ix. One graduate student;
- x. Assistant/Senior Assistant Registrar (Library) as Secretary.

**b. Quorum**

Fifty percent of the membership

**c. Functions**

- i. Subject to the approval of the Academic Board, to formulate policies for the maximum development and utilisation of all libraries in the University;
- ii. To receive annual budgets and programmes of the library for consideration and recommendation to the Academic Board;
- iii. To perform any other relevant functions that may be referred or delegated to it by the Academic Board.

## **Section 8. University Appointments and Promotions Committee**

**a. Membership**

- i. Vice-Chancellor as Chair;

- ii. Pro Vice-Chancellor;
- iii. Registrar;
- iv. Chief Finance Officer;
- v. Two professors elected by the Academic Board, one to represent the Humanities and the other to represent the Sciences;
- vi. Provost of the College to which the appointment is being made;
- vii. Dean of the Faculty/School to which the appointment is being made;
- viii. Head of the Department to which the appointment is being made;
- ix. Director of Human Resource as Secretary.

**b. Quorum**

Five, including the Chair, one Academic representative, and the Dean of the Faculty/ School in which the appointment is being made.

**c. Functions**

- i. Formulate policies and make recommendations to Academic Board for consideration.
- ii. Review applications, interview persons and make appropriate recommendations to Council for appointments and promotions based on the established criteria for appointments and promotions of Senior Members.
- iii. The Committee may invite external assessors where necessary to help in the execution of its functions.

## **Section 9. College Appointments and Promotions Committee**

**a. Membership**

- i. Provost as Chair;
- ii. Deans;
- iii. One Professor of the College elected by the College;
- iv. Director of Human Resource;
- v. Head of the Department to which the appointment is being made;
- vi. College Registrar as Secretary.

**b. Quorum**

Fifty per cent of the membership.

**c. Functions**

- i. Consider applications for appointments and promotions received from the
- ii. Faculty/School Boards and review them in strict compliance with the approved criteria for appointments and promotions of Senior Members.
- iii. Forward applications for appointment and promotion to professorial status with its comments and recommendations to the Registrar to be placed before the University Appointments and Promotions Committee for further consideration.

## **Section 10. Faculty/School Appointments and Promotions Committee**

**a. Membership**

- i. Dean of Faculty/School as Chair;
- ii. All Professors in Faculty/School;
- iii. Heads of Department in the Faculty/School.

**b. Quorum**

Fifty per cent of the membership.



**c. Functions**

- i. Consider applications for appointments and promotions received from the Heads of Department.
- ii. Recommend the appointments and promotions of Senior Members (Academic) to the University Appointments and Promotions Committee.

**Section 11. Administration Appointments and Promotions Committee**

**a. Membership**

- i. Registrar as Chair;
- ii. Chief Finance Officer;
- iii. Director of Internal Audit;
- iv. Director of Academic Affairs;
- v. Director of Human Resource;
- vi. Director of University Relations;
- vii. Director of Legal, Consular and General Services;
- viii. Director of Information Technology Services;
- ix. Director of Physical Development and Estate Management;
- x. Director of Health Services;
- xi. Senior Assistant Registrar (Human Resource) as Secretary.

**b. Quorum**

Fifty per cent of the membership.

**c. Functions**

- i. Consider applications for appointments and promotions to the various senior administrative/professional ranks or positions.
- ii. Recommend the appointments and promotions of Senior Members (Administrative/ Professional) to the University Appointments and Promotions Committee in line with the approved criteria.

**Section 12. Senior Staff Appointments and Promotions Committee**

**a. Membership**

- i. Registrar as Chair;
- ii. Director of Human Resource;
- iii. The Head of the Department/Unit concerned or his/her representative;
- iv. One person appointed by Academic Board;
- v. Assistant/Senior Assistant Registrar (Human Resource) as Secretary.

**b. Quorum**

Three persons including the Chair and the Head of the Department/Unit concerned or his/her representative.

**c. Functions**

- i. Consider applications for appointments and promotions to various Senior Staff positions.
- ii. Conduct interviews and recommend the appointments and promotions of Senior Staff to the Vice-Chancellor.

**Section 13. Junior Staff Appointments and Promotions Committee**

**a. Membership**

- i. Director of Human Resource as Chair;
- ii. Associate Finance Officer, Treasury;
- iii. Director of Internal Audit or his/her representative;
- iv. Head of Department/Unit or his/her representative;
- v. Assistant Registrar (Human Resource) as Secretary.

**b. Quorum**

Three, including the Chair and Head of the Department/Unit concerned.

**c. Functions**

- i. Consider applications for appointments and promotions to various Junior Staff positions.
- ii. Conduct interviews and recommend the appointments and promotions of Junior Staff to the Vice-Chancellor.

## **Section 14. Appeals Relating to Appointments and Promotions**

- i. Any person aggrieved or dissatisfied by a decision of the University Appointments and Promotions Committee may within one month of the notification of the decision to him, petition the University Appointments and Promotions Committee.
- ii. The University Appointments and Promotions Committee may, on receipt of the petition, review its own decisions affecting the promotion of that person at the next meeting of the Committee.
- iii. Appeals shall lie from the University Appointments and Promotions Committee to the University Council through the Academic Board within three months of submission of letter of appeal by applicant.
- iv. In considering such appeals, Council may be assisted by an expert or experts appointed by Council.

## **Section 15. Planning and Resources Committee**

**a. Membership**

- i. Vice-Chancellor as Chair;
- ii. Pro Vice-Chancellor;
- iii. Registrar;
- iv. Chief Finance Officer
- v. Provosts;\*
- vi. Librarian;
- vii. Deans of Schools/Faculties;\*
- viii. Director of Human Resource;
- ix. Rectors of the Extension Campuses;
- x. Director of Internal Audit or his/her representative;
- xi. Director of Academic Planning and Quality Assurance;
- xii. Director of Physical Development and Estate Management;
- xiii. Director of Information Technology Services;
- xiv. Senior/Assistant Registrar (Academic Planning & Quality Assurance) as Secretary.

\*Where there are colleges, the Provosts shall be members instead of Deans of Schools/Faculties.

**b. Quorum**

Fifty percent of the membership, including the Vice-Chancellor or the Pro Vice-Chancellor, Registrar, Chief Finance Officer, Director of Human Resource, and the Director of Physical Development and Estate Management.

**c. Functions**

- i. Advise the Academic Board on future development of the University on matters
- ii. regarding academic, physical, financial and human resource development;
- iii. Advise the Academic Board on appropriate planning models and strategies covering all aspects of the University's activities as stated in (i) above;
- iv. Formulate policies on resource allocation to all sectors of the University;
- v. Allocate resources to all sectors of the University;
- vi. Advise the Academic Board on matters relating to the establishment of new
- vii. departments;
- viii. Consider the immediate and long-term academic needs of the University and design appropriate strategies and plans to meet them; and
- ix. Advise on new programmes of study for the University, taking into consideration the manpower needs of the nation and constituency, and the goals set for the University.

## **Section 16. Examination and Time-Table Committee**

**a. Membership**

- i. Examination Controller as Chair
- ii. Director of Academic Affairs or his/her representative
- iii. One representative from each College or Faculty/School
- iv. One representative each of SRC and graduate students
- v. Director of Physical Development and Estate Management or his/her representative;
- vi. Assistant Registrar/Senior Assistant Registrar appointed by the Registrar as Secretary.

**b. Meetings**

At least three times (before, during and after) a semester.

**c. Quorum**

Fifty percent of the membership.

**d. Functions**

- i. Draw up time-tables for teaching and examinations in consultation with the Examination Control Unit.
- ii. Allocate lecture theatres/spaces for teaching.
- iii. Receive and evaluate report from the examination officers of Colleges or Schools/Faculties through the Examination Controller on semester basis.
- iv. Ensuring that necessary preparations, with respect to but not limited to space, utilities including IT services, conducive environment, and furniture, are made for teaching and examination activities.

## **Section 17. Research and Conferences Committee**

**a. Membership**

- i. Vice-Chancellor as Chair;
- ii. Pro Vice-Chancellor;

- iii. Registrar;
- iv. Chief Finance Officer
- v. Provosts;\*
- vi. Deans of Schools/Faculties;\*
- vii. Director of Legal, Consular and General Services;
- viii. Director of Human Resource;
- ix. Director, Centre for Career Services;
- x. Director of Centre for Academic Research and Engaged Scholarship;
- xi. Rectors of the Extension Campuses;
- xii. Assistant Registrar/ Senior Assistant Registrar appointed by Registrar as Secretary.

\*Where there are colleges, the Provosts shall be members instead of Deans of Schools/Faculties.

**b. Quorum**

Fifty percent of the membership.

**c. Functions**

- i. Formulate policies on research, conferences, and publications;
- ii. Examine and take appropriate action on all applications for grants chargeable to the Special Research and Conferences Fund;
- iii. Maintain links with Research Funding Agencies and to serve as a channel for major research projects;
- iv. Make known and publish periodically, research activities undertaken and progress made within the University;
- v. Consider applications from senior members to attend conferences;
- vi. Receive and publish reports on research and conferences from Departments and prepare annually a comprehensive report for submission to the Academic Board;
- vii. Review research that involves human beings as subjects to ensure that
  - a. rights and welfare of human participants in research are protected;
  - b. risks have been considered and minimised;
  - c. the potential benefits have been identified and maximised;
  - d. the consent of human participants is sought before participation in research;
  - e. research is conducted ethically in compliance with established standards or guidelines.

## **Section 18. Interpretation of Academic Policies Committee**

**a. Membership**

- i. Registrar as Chair;
- ii. Director of Academic Affairs;
- iii. Director of Legal, Consular and General Services;
- iv. Director of Academic Planning and Quality Assurance;
- v. SRC President.

**b. In Attendance:**

- i. Dean or Head with complaint;
- ii. Assistant/Senior Assistant Registrar appointed by Registrar as Secretary.

**c. Meetings**

At least once a semester.

**d. Quorum**

Fifty percent of the membership.

**e. Functions**

- i. Receive and interpret the academic regulations of the University to individuals upon request.
- ii. Educate the University community on academic policies.
- iii. Recommend necessary review of academic policies to the Academic Board.

**Section 19. Training and Development Committee**

**a. Membership**

- i. Pro Vice-Chancellor as Chair;
- ii. Registrar;
- iii. Chief Finance Officer;
- iv. Provosts;\*
- v. Deans;\*
- vi. Director of Human Resource;
- vii. Assistant/ Senior Assistant Registrar (Training and Development) as Secretary.

\*Where there are colleges, the Provosts shall be members instead of Deans of Schools/Faculties.

**b. Meetings**

Meetings shall be held at least twice a semester.

**c. Quorum**

Fifty percent of the membership.

**c. Functions**

- i. Conduct in-service training for staff;
- ii. Conduct induction for Deans, Heads of Academic Departments/Sections/Units in collaboration with the Directorate of Academic Planning and Quality Assurance;
- iii. Conduct orientation for newly appointed senior members in collaboration with the Directorate of Academic Planning and Quality Assurance;
- iv. Process study leave and scholarship applications and monitor progress of beneficiaries.

**Article XXXV. COMMITTEES OF WELFARE SERVICES BOARD**

**Section 1. Estate Management Committee**

**a. Composition**

- i. Chief Finance Officer as Chair;
- ii. Dean of Student Life and Services;
- iii. Director, General Administration;
- iv. Director of Physical Development and Estate Management;
- v. Estate Officer;
- vi. Hall Deans;
- vii. Associate Physical Development and Estate Management Officers (Extension Campuses).

**b. In Attendance**

- i. Landscape professional;
- ii. Environmental professional;
- iii. Health professional;

iv. Assistant Registrar/Senior Assistant Registrar appointed by Registrar as Secretary.

**c. Meetings**

Meetings shall be held at least twice a semester.

**d. Quorum**

One-half of its total membership

**e. Functions**

- i. Develop and implement estate policy;
- ii. Ensure that decisions taken by the Welfare Services Board are carried out;
- iii. Recommend modification of policies on estate management to the Welfare Services Board;
- iv. Perform any other functions as may be referred or delegated to it by the Welfare Services Board.

## **Section 2. Chaplaincy Board**

**a. Composition**

- i. Pro-Vice Chancellor
- ii. University Chaplain and Associate Chaplains
- iii. University Church Pastor and Associate Pastors
- iv. University Counsellor
- v. Dean of Student Life and Services
- vi. Head of Theology
- vii. Student Representative Council Chaplain
- viii. Head Elder of the University Church
- ix. One Representative each of Convocation, Senior Staff, and Junior Staff
- x. Registrar or his/her representative as Secretary

**b. In attendance**

- i. Chief Finance Officer or his/her representative
- ii. Director of University Health Services
- iii. Director of University Basic Schools
- iv. Director of Physical Development and Estate Management

**c. Functions**

- i. Plan for spiritual guidance, welfare, and activities of the students, faculty and staff;
- ii. Provide support for the social and psychological needs of the University community;
- iii. Plan special religious events such as Week of Spiritual Emphasis, and recommend speakers for such special events;
- iv. Develop and implement a spiritual master plan for the University; and
- v. Plan and promote the provision, maintenance and management of Adventist places of worship on the University's campuses.

**d. Meetings**

Meetings shall be held at least once every semester.

**e. Quorum**

One-half of its total membership.

## **Section 3. Health Services Management Committee**

**a. Composition**

- i. Vice Chancellor as Chair;
- ii. Director, Ghana Adventist Health Services;
- iii. A Senior Physician of the Ghana Adventist Health Services;
- iv. A Legal Practitioner;
- v. District Director of Health;
- vi. Director of Health Services;
- vii. Representative of Convocation;
- viii. Hospital Administrator as Secretary;
- ix. Dean, School of Nursing and Midwifery;
- x. Representative of Chief Finance Officer;
- xi. Associate Chaplain (Hospital);
- xii. Country Director, Adventist Health International;
- xiii. Account, Ghana Adventist Health Services

**b. Meetings**

Meetings shall be held at least once every semester.

**c. Quorum**

One-half of its total membership

**d. Functions**

- i. To keep under review the efficient and effective functioning of the University Health Services and make recommendations to the Welfare Services Board;
- ii. To consider and advise the adequacy of medical, paramedic and ancillary staff of the University Hospital to ensure efficiency in health service delivery to the University Community;
- iii. To keep records of reported cases of illnesses or diseases in the University Hospital and make recommendations thereon annually to the Welfare Services Board for appropriate action;
- iv. To make recommendations to the Welfare Services Board on the replacement of machinery and equipment, and the procurement of medication for the efficient delivery of health services;
- v. To advise and coordinate thorough medical checks, at least, once every four years for all members of staff and annually for staff exposed to high health risk occupation;
- vi. To receive periodic reports on the state of affairs at the University Hospital for the necessary actions.

**Section 4. Safety and Security Services Committee**

**a. Composition**

- i. Pro Vice Chancellor as Chair;
- ii. Dean of Student Life and Services;
- iii. Director of University Relations;
- iv. Head, Security Services;
- v. Director of Legal, Consular and General Services;
- vi. Estate Officer;
- vii. Director of Information Technology Services;
- viii. A representative of Convocation
- ix. One person elected by Senior Staff;
- x. One person elected by Junior Staff;
- xi. SRC President and two other students (including a female) not in the first year, appointed by the Students' Representative Council;
- xii. Director, University Basic Schools;
- xiii. Assistant Registrar appointed by Registrar as Secretary.

**b. Meetings**

Meetings shall be held at least twice a semester.

**c. Quorum**

One-half of its total membership.

**d. Functions**

- i. To exercise oversight responsibility over management of the Security System in the University;
- ii. To keep under regular control and review the effective functioning and/or running of the Security System on the University's campuses;
- iii. To make regulations for, and/or put in place adequate measures for ensuring the safety and security of life and property;
- iv. To advise the Welfare Services Board on the state of security of the University's campuses;
- v. To perform any other functions that may be referred or delegated to the Committee by the Welfare Services Board.
- vi. To periodically revise the University's policies on safety and security.

## **Section 5. Student Services Committee**

**a. Composition**

- i. Dean of Student Life and Services
- ii. Representative of the Registrar;
- iii. Representative of the Chief Finance Officer;
- iv. University Chaplain or his representative;
- v. Provosts or their representatives;\*
- vi. Dean of School of Graduate Studies;
- vii. Deans of Schools/Faculties;\*
- viii. Director of Internal Audit;
- ix. Director Academic Affairs;
- x. Hall Deans;
- xi. Chair, Sports and Recreation Committee
- xii. President of SRC;
- xiii. Representative of graduate students;
- xiv. Assistant Registrar/Senor Assistant Registrar as Secretary.

\*Where there are colleges, the Provosts shall be members instead of Deans of Schools/Faculties.

**b. Quorum**

Fifty percent of the membership

**c. Functions**

- i. Formulate policies to improve general services to students on campus;
- ii. Propose effective means of communicating with students on matters affecting their welfare, in the physical, spiritual, mental, and social dimensions of life;
- iii. Keep the Hall System under review
- iv. Make adequate provision for the supervision and welfare of students;
- v. Formulate policies of hall management regarding maintenance, finance, administration and spiritual life, in collaboration with respective officers;
- vi. Propose hall fees for consideration to the Welfare Services Board.

## **Section 6. Housing Committee**



**a. Membership**

- i. Registrar as Chair;
- ii. One member elected from each College/Faculty/School;
- iii. Representative of Convocation;
- iv. Representative of Senior Staff;
- v. Representative of Junior Staff;
- vi. Director, Human Resource;
- vii. Estate Officer;
- viii. Director, Physical Development and Estate Management;
- ix. Head of Security Services.

**a. In Attendance**

Assistant Registrar/Senior Assistant Registrar (Human Resource) as Secretary.

**b. Meetings**

Meetings shall be held at least once every semester.

**c. Quorum**

One-half of its total membership.

**d. Functions**

- i. To keep the housing accommodation of the University regularly under review and to determine its adequacy to the needs of staff and advise the Welfare Services Board accordingly;
- ii. To advise the Welfare Services Board on the establishment and administration of an equitable system for allocating the University housing units;
- iii. To set up such subcommittees as may be appropriate;
- iv. To advise the Welfare Services Board on the University Housing Policy; and
- v. To recommend allocation of houses to members of staff in accordance with the established policy.

**Section 7. Public Relations Committee**

**a. Membership**

- i. Registrar;
- ii. Chief Finance Officer;
- iii. Dean of Student Life and Services;
- iv. Director of University Relations;
- v. Director of Academic Affairs;
- vi. Director of Legal, Consular and General Services;
- vii. Director of Academic Planning and Quality Assurance;
- viii. One representative elected by each College or School/Faculty;
- ix. One representative of Convocation;
- x. Director of Physical Development and Estate Management;
- xi. Director of Information Technology Services;
- xii. Representative of the Media Centre;
- xiii. One representative elected by the Senior Staff Association;
- xiv. One representative each elected by SRC and graduate students;
- xv. One representative elected by the Alumni Association;
- xvi. Head of Security Services;
- xvii. Transport Officer;
- xviii. Estate Officer
- xix. Director of Food Services;
- xx. Assistant Registrar/Senior Assistant Registrar as Secretary.

**b. Meetings**

Meetings shall be held at least once a semester.

**c. Quorum**

One-half of its total membership.

**d. Functions**

- i. Establish and maintain contact with the University community and the public, using the appropriate media;
- ii. Review periodically, the University's public and community relations and suggest measures for improvement;
- iii. Review the University's public relations policies;
- iv. Plan and draw programmes for all official ceremonies including Congregation.
- v. Organise and coordinate all public lectures in the University;
- vi. Maintain contact with the Alumni Association;
- vii. Co-ordinate the activities of Hall Alumni Associations.

**Section 8. Sports and Recreation Committee**

**a. Membership**

- i. A Senior Member appointed by Vice-Chancellor as Chair;
- ii. Director of General Administration;
- iii. Two senior members elected by Convocation;
- iv. Director of Health Services;
- v. Director of Sports and Recreation;
- vi. One representative of Senior Staff Association;
- vii. One representative of Junior Staff Association;
- viii. Two Hall Deans (one male and one female);
- ix. Two students (one male and one female) by SRC;
- x. Assistant Registrar/ Senior Assistant Registrar (Students Affairs) as Secretary

**b. Meetings**

Meetings shall be held at least once a semester.

**c. Quorum**

One-half of its total membership

**d. Functions**

- i. Review periodically, sports and recreational activities of staff and students.
- ii. Advise the Welfare Services Board on the provision and maintenance of facilities for sports and recreation.

**Section 9. Procurement Advisory Committee**

**a. Membership**

- i. A Senior Member appointed by Vice-Chancellor as Chair;
- ii. One representative from the School of Business
- iii. One representative of the Chief Finance Officer
- iv. One representative from the Directorate of Internal Audit
- v. One representative from the Procurement Unit
- vi. Assistant Registrar/ Senior Assistant Registrar as Secretary

**b. In attendance**

One representative of the Department/Unit requesting supplies

**c. Meetings**

Meetings shall be held at least twice a semester.

**d. Quorum**

One-half of its total membership.

**e. Functions**

- i. Advise Management on procurement matters.
- ii. Approve advertisements and notices for procurement of goods.
  - i. Approve, maintain and update database of suppliers.
  - ii. Ensure the inspection and acceptance of goods and services.
  - iii. Verify specifications for procurement.

**Section 10. Committee on University Landed Property**

**a. Membership**

- i. Pro Vice-Chancellor as Chair
- ii. Registrar
- iii. Chief Finance Officer
- iv. Director of Internal Audit
- v. Director of Physical Development and Estate Management
- vi. Estate Officer
- vii. Director of Legal, Consular and General Services
- viii. Assistant Registrar/Senior Assistant Registrar as Secretary

**b. Meetings**

Meetings shall be held at least twice a semester

**c. Quorum**

One-Half of its total membership.

**d. Functions**

- i. Scrutinise documentation for acquisition and use of land or accommodation facility for the University.
- ii. Develop policies and guidelines for private developers.
- iii. Scrutinise applications for use of University land or space for commercial and other purposes.
- iv. Recommend to the Development Committee the use of portions of the University land for commercial purposes.

**Section 11. Assets Disposal Committee**

**a. Membership**

- i. Registrar as Chair
- ii. Chief Finance Officer
- iii. One member elected by Academic Board
- iv. Director of Legal, Consular and General Services
- v. Director of Physical Development and Estate Management
- vi. Director of Internal Audit
- vii. Estate Officer
- viii. Transport Officer
- ix. Head of Security Services

x. Assistant Registrar/Senior Assistant Registrar as Secretary

**b. Meetings**

Meetings shall be held at least once a semester.

**c. Quorum**

One-half of its total membership.

**d. Functions**

- i. To recommend for approval by the Vice Chancellor items that need to be boarded off;
- ii. To put in place a policy and process to auction items that have been boarded off;
- iii. To make recommendations to the Vice Chancellor on the use of the proceeds derived from auctioned items;
- iv. To make the rules for conducting auction;
- v. To issue advertisements to the University community giving current information and decisions on items to be sold through auction;
- vi. To inspect the warehouses or stores of the University to ascertain the items meant for sale through auction and take suitable action in the interest of the University;
- vii. To perform any other related function.

**Section 12. Transport Committee**

**a. Membership**

- i. Chief Finance Officer as Chair;
- ii. Director of Legal, Consular and General Services;
- iii. Director of Internal Audit;
- iv. One representative elected by each College or School/Faculty;
- v. One representative elected by Senior Staff;
- vi. One representative elected by Junior Staff;
- vii. One representative elected by graduate students;
- viii. One representative elected by Students Representative Council;
- ix. Transport Officer
- x. Assistant Registrar/ Senior Assistant Registrar as Secretary.

**a. Quorum**

Fifty percent of the membership.

**b. Functions**

- i. To exercise oversight responsibility over the organisation and management of the Transport services;
- i. To keep under control and review the effective functioning and/or running of the University's own commercial transport system on campus;
- ii. To make regulations for, and monitor, the organisation and running of private taxis and other such allied services on campus;
- iii. To make regulations for and/or put in place measures for ensuring the safety of both human and vehicular traffic on campus;
- iv. To advise the Welfare Services Board on the University transport system including maintenance;
- v. To perform any other functions that may be delegated to it by the Welfare Services Board.

**Section 13. Alumni Advisory Committee**

**a. Membership**

- i. President of Alumni Association as Chair;
- ii. Director of Alumni Relations;
- iii. Director of University Relations;
- iv. Representative of Chief Finance Officer;
- v. Director, Physical Development and Estate Management;
- vi. Two representatives of Convocation (one academic and one administrative);
- vii. Assistant Registrar/Senior Assistant Registrar appointed by Registrar as Secretary.

**b. Meetings**

Meetings shall be held at least once a semester.

**c. Quorum**

One-half of its total membership.

**d. Functions**

- i. Develop and drive a coordinated University-wide management framework for alumni engagement, locally and internationally, to optimise alumni engagement across the University;
- ii. Develop and promulgate the University's alumni engagement strategies and implement relevant policies, procedures and work practices;
- iii. Act as a conduit for advice, support and contributions to the University from alumni;
- iv. Review, evaluate and make recommendations on major alumni relations activities, including maximising the benefits of the University's international alumni networks;
- v. Review the effectiveness of alumni engagement strategies and provide advice on initiatives that might be undertaken to improve performance across the University;
- vi. Oversee and endorse relevant alumni market research, benchmarking and other assessments as required;
- vii. Serve as a forum for the exchange of information and ideas between the University's various alumni networks and stakeholders;
- viii. Provide advice and support for fundraising campaigns as they relate to alumni.

**Section 14. Media Centre Management Committee**

**a. Membership**

- i. A Senior Member appointed by the Vice Chancellor as Chair
- ii. Representative of Chief Finance Officer
- iii. Director of University Relations
- iv. Manager, Media Centre
- v. University Chaplain or his representative
- vi. One faculty member from each College/Faculty/School
- vii. One SRC representative
- viii. One external representative from the media

**b. In Attendance:**

Assistant/Senior Assistant Registrar appointed by the Registrar as Secretary

**c. Meetings**

Meetings shall be held at least trice a semester

**d. Quorum**

One-half of its total membership

**e. Functions**

- i. To develop and implement the strategic plan and policies of the Media Centre;

- ii. To give guidelines and directions on the operations of the Media Centre;
- iii. To recommend equipment and infrastructure expenditure for the Media Centre;
- iv. To supervise and monitor the programmes that are put on air;
- v. To ensure regulatory compliance and ethical accountability in the operations of the Media Centre;
- vi. To develop collaborations with other media organisations to improve the media centre services;
- vii. To perform other relevant functions that may be referred or delegated to it by the Vice Chancellor.

## **Section 15. Senior Members Disciplinary Committee**

### **a. Membership**

- i. Pro-Vice Chancellor as Chair;
- ii. Three representatives from Academic Board;
- iii. Two representatives elected by Convocation: one faculty member and one administrative member;
- iv. One pastoral representative recommended by the Department of Theology and Missions;
- v. Director of Legal, Consular and General Services;
- vi. Director of Human Resource as Secretary.

### **b. In Attendance**

- i. University Chaplain
- ii. University Counsellor
- iii. University Legal Counsel

### **c. Meetings**

Meetings shall be held as and when necessary.

### **d. Quorum**

One-half of its total membership.

### **e. Functions**

- i. Develop and apply disciplinary policies for the University;
- ii. Receive cases from the Vice Chancellor as well as complaints from within and without the University involving acts of misconduct by senior members that violate the University goals, mission and code of ethics;
- iii. Determine if a complaint has merit;
- iv. Conduct disciplinary hearings;
- v. Facilitate an amicable solution to a complaint where possible;
- vi. Take decisions following disciplinary proceedings;
- vii. Work with the University Legal Counsel on the implications of the decision;
- viii. Recommend the necessary action to the Vice Chancellor; and
- ix. Address other disciplinary issues referred to the committee by the Vice Chancellor.

## **Section 16. Senior and Junior Staff Disciplinary Committee**

### **a. Membership**

- i. Registrar as Chair;
- ii. Director of Human Resource;
- iii. Two members each from Senior Staff and Junior Staff;
- iv. One pastoral representative recommended by the Department of Theology and Missions;

### **b. In Attendance**

- i. University Chaplain
- ii. University Counsellor
- iii. University Legal Counsel

**c. Meetings**

Committee shall meet as and when necessary.

**d. Quorum**

One-half of its total membership.

**e. Functions**

- i. Develop and apply disciplinary policies for the University;
- ii. Receive cases from the Vice Chancellor as well as complaints from within and without the University involving acts of misconduct by Senior and Junior staff members that violate the University goals, mission and code of ethics;
- iii. Determine if a complaint has merit;
- iv. Conduct all disciplinary hearings
- v. Facilitate an amicable solution to a complaint where possible;
- vi. Take decisions following disciplinary proceedings;
- vii. Work with the University Legal Counsel on the implications of the decision;
- viii. Recommend the necessary action to the Vice Chancellor; and
- ix. Address other disciplinary issues referred to the committee by the Vice Chancellor.

## **Section 17. Work-Study Committee**

**a. Membership**

- i. Dean of Student Life and Services as Chair;
- ii. Director of General Administration;
- iii. Representative of Chief Finance Officer;
- iv. Director of Human Resource;
- v. Director, Physical Development and Estate Management;
- vi. Estate Officer;
- vii. Work-Study Coordinator
- viii. A Senior Member Appointed by the Vice Chancellor

**b. In Attendance**

Assistant Registrar appointed by the Registrar as Secretary.

**c. Meeting**

Meetings shall be held at least twice a semester.

**d. Quorum**

One-half of its total membership

**e. Functions**

- i. Develop and apply work-Study Policies for the University;
- ii. Receive the list of Work-Study applicants from the Directorate of Human Resources and organise an interview and recommend successful applicant to the Vice Chancellor for approval;
- iii. Exercise oversight responsibility for the supervision of work;
- iv. Justify and recommend any changes in the payment rate for Work-Study students;
- v. Perform any other related function.

## **Section 18. Sexual Harassment Committee**

### **a. Membership**

- i. University Chaplain as Chair;
- ii. University Counsellor;
- iii. Representative of Convocation;
- iv. Representative of Senior Staff Association;
- v. Representative of Junior Staff Association;
- vi. Representative of graduate students;
- vii. Representative of SRC;
- viii. Director of Legal, Consular and General Services;
- ix. Secretary appointed by the Registrar;
- x. University Legal Counsel (In attendance).

### **a. Quorum**

Fifty percent of the membership.

### **b. Functions**

- i. Provide education for the entire community, including providing avenues for education and training on the University's Sexual Harassment Policy to Heads of Department and Faculty, Hall Deans and their Assistants, the Counselling Centre, and the Office of the Dean of Student Life and Services.
- i. Monitor compliance with the Sexual Harassment Policy.
- ii. Receive and investigate complaints on sexual harassment, and make appropriate recommendations to the Vice-Chancellor.
- iii. Ensure that newly appointed staff and fresh students receive orientation on the Sexual Harassment Policy of the University.
- iv. Be responsible for the production and dissemination of educational materials on issues of sexual harassment to the general University community.

## **Section 19. Food and Cafeteria Services Committee**

### **a. Membership**

- i. Dean of Student Life and Services as Chair
- ii. Representative of the Chief Finance Officer
- iii. Director of Food Services
- iv. General Manager, University Ventures
- v. Food Representative of the SRC
- vi. One International Student
- vii. Food Nutritionist
- viii. One Hall Dean

### **b. In Attendance:**

A representative appointed by the Registrar as Secretary.

### **c. Meetings**

Meetings shall be held at least twice a semester.

### **d. Quorum**

One-half of its total membership.



**e. Functions**

- i. Develop and implement the Food Services policies for the Cafeteria;
- ii. Supervise the operations of the Cafeteria for efficient service delivery in quality production;
- iii. Monitor and report any deficiency in the operations of these units to the Ventures
- iv. Board;
- v. Perform any other related function.

**Section 20. Ventures Board**

**a. Membership**

- i. An accomplished business person appointed by Vice Chancellor as Chair;
- ii. Chief Finance Officer
- iii. General Manager, University Ventures;
- iv. Director, Human Resource;
- v. One faculty member from the School of Business;
- vi. Director of Legal, Consular and General Services;
- vii. A Senior Assistant Registrar appointed by Registrar as Secretary

**b. Functions:**

- i. Management and administration of the finances and properties of University Ventures;
- ii. Preparation of the financial statements;
- iii. Instituting and maintaining internal controls;
- iv. Control and disposition of Ventures property, funds and investments;
- v. General control over the affairs and public relations of Ventures including the use of the common seal of the Company;
- vi. Recommendation of the appointment of external auditors.

**Article XXXVI. UNIVERSITY CRISIS MANAGEMENT COMMITTEE**

**Section 1. Establishment**

**a. Membership:**

- i. Registrar as Chair;
- ii. Director, University Relations as Secretary;
- iii. Deans of Schools and Faculties;
- iv. Hall Deans;
- v. Director of Health Services;
- vi. Head, Security Services;
- vii. Director of Legal, Consular and General Services;
- viii. University Counsellor
- ix. Director of Human Resources.

**b. In Attendance**

- i. Officer in charge of international students;
- ii. Officer responsible for media relations.

**c. Functions**

- i. Develop and implement a crisis management policy;
- ii. Take steps to prevent or minimize the impact of crisis situations;
- iii. Prepare position statements and communicate with the University community as well as government and municipal authorities where necessary;
- iv. Manage communications with media and public in times of crisis;

- v. Initiate plans and strategies for recovery from crisis;
- vi. Submit reports on crises or threats of crises to the Vice Chancellor as and when necessary.

**d. Meetings**

Meetings shall be held as and when necessary.

**e. Quorum**

One-half of its total membership.

**Article XXXVII. UNIVERSITY EMPLOYEES**

**Section 1. Appointment of Employees**

- a. There shall be three categories of University employees, namely Senior Members,
- b. Senior Staff, and Junior Staff.
- c. The appointment of Senior Members shall be the responsibility of Council.
- d. The appointment of a person to a professorship shall be the responsibility of Council on the recommendation of the University Appointments and Promotions Committee.
- e. The appointment of Senior Staff and Junior Staff shall be by the Registrar on behalf of the Vice-Chancellor and on the recommendation of the respective appointments and promotions committees.
- f. A Senior Member may resign from office by giving at least three months' notice in writing to the Registrar provided that such notice shall not take effect until the end of that academic semester within which the notice is served.
- g. A Senior Staff may resign by giving at least a two-months' notice while a Junior Staff may resign by given at least a one-months' notice to the Director of Human Resource.

**Section 2. Secondment**

- a. A Senior Member may be seconded to serve in government or any other sector of the Public Services of Ghana or the private sector for a period of up to four years.
- b. A request for secondment shall be made by a representative of Government or the Public Services of the status of either a Minister or Chief Director of the Public Service or the Chief Executive of the requesting private entity, provided always that the obligation of a Senior Member to apply for leave of absence from the University is not extinguished by reason only of this requirement.
- a. Before the secondment of a Senior Member under this statute, the University shall enter into an appropriate contract under which it is entitled to reimbursement from the Government or the Public Service or the private entity for the salary and other emoluments and facilities including housing of a Senior Member seconded to Government or the Public Service or the private entity.
- b. For the avoidance of doubt, a Senior Member shall not be seconded or granted leave to take up appointment as an officer of a political party or any movement of a partisan nature.
- c. On completing the secondment, the Senior Member shall be granted a year's leave to prepare to resume academic work. The cost of this leave shall be borne by Government or the Public Service or the private entity as appropriate and shall be negotiated by the University.

### **Section 3. Promotion of Senior Members**

- a. The appointment or promotion of Senior Members of the University shall be based purely on merit in accordance with principles of fairness and non-discrimination and in accordance with the provisions of these Bylaws.
- b. In considering an application for appointment or promotion of a Senior Member, the appointing authority shall be bound by the established criteria for appointments and promotions.

### **Section 4. Moonlighting**

- a. The University recognizes that some employees may need or want to hold additional jobs outside its employment. An employee shall not take up a job elsewhere while in full time employment of the University, unless express approval has been given following a written application as indicated in the University's Policies and Procedures Manual.

### **Article XXXVIII. DISCLOSURE OF INTEREST**

- a. A member of Council, Board, or Committee of the University who has an interest whether directly or indirectly in a matter for consideration by the Council, Board, or Committee (a) shall disclose the nature of that 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, Board, or Committee in respect of that matter.
- a. One ceases to be a member of Council, a board, or committee and shall be liable for any applicable disciplinary measure, if that member has an interest in a matter before the Council, board, or committee, but (i) fails to disclose that interest, or (ii) participates in the deliberations of the Council, board, or committee in respect of the matter.

### **Article XXXIX. OFFICIAL ORGANS OF COMMUNICATION**

- a. There shall be a Calendar, published annually; a Recorder published twice in a year; a Gazette, published quarterly; and a Bulletin, published monthly. Announcements in any of these publications shall be or shall be deemed to be sufficient official notification to all members of the University.
- b. It shall be the responsibility of the Chairperson of a statutory committee to furnish the Registrar, for publication in the appropriate University organs, a summary of all decisions taken at each meeting on matters of general interest to the University.
- c. Unless otherwise decided by the relevant statutory committee, publications mentioned in (a) above shall be made accessible on the official website of the University.

### **Article XL. ARTICLE INTERPRETATION**

In these Bylaws, unless the context otherwise requires,

**“Academic division”** means a unit of the University established for teaching and/or research;

**“Academic function”** includes teaching and research activities;

**“Academic year”** means the period running from July to June each year or any other period determined by the Academic Board;

**“Bylaws”** means administrative guidelines enacted by the University Council to govern the internal operations of the University.

**“Centre”** means an establishment which is oriented to providing services including research and teaching for community services, but not for the award of formal University degrees, diplomas or certificates;

**“College”** means a collection of academically related faculties, schools, institutes and centres;

**“Convocation”** refers to all duly appointed Senior Members of the University and who are registered as members by the Registrar;

**“Council”** refers to the governing body of the University;

**“Dean”** means head of School/Faculty;

**“Department”** refers to a unit of a School/Faculty with responsibility for one or more academic programmes;

**“Director”** refers to the head of an institute, centre, or non-academic directorate;

**“Disclosure of interest”** includes pecuniary, material, academic and relational interest in a matter being deliberated upon or decided upon by the University;

**“Employee”** means Senior Members, Senior Staff, and Junior Staff of the University;

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

**“Faculty”** means one or more related academic departments, institutes or centres;

**“Functions”** include powers and duties;

**“Good cause”** includes:

- a) conviction of a person for a felony under the laws of Ghana or for an offence outside Ghana which would have been a felony if committed in Ghana;
- b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office; or such conduct as would have, if the University were a company or a trust, rendered the person unfit to be a director or trustee;
- c) conduct constituting failure or persistent refusal or inability or neglect to perform the duties or comply with the conditions of office;
- d) examination malpractice;
- e) any matter of a scandalous nature occurring during the stewardship of an official for which he is responsible;
- f) plagiarism;
- g) conduct of a member of family or household (e.g. spouse, child or ward) touching on and negatively affecting University business for which he is blameable;
- h) awarding a mark for a course not taken;
- i) enhancing marks for courses taken;
- j) procuring the award of marks for courses not taken;
- k) failing to give lectures;
- l) sexual harassment or exploitation of a member of the University;
- m) any other circumstances determined by a special resolution of Council to be of a sufficiently serious nature to constitute good cause.

**“Hall Dean”** means the immediate supervisor of a student resident hall accountable to the Dean of Student Life and Services;

**“Head of Department”** means the immediate supervisor of an academic or non-academic department;

**“Institute”** means a subdivision of the faculty/school established to carry out specific functions such as education, promotion of arts or scientific research.

**“Junior member”** means a person in statu pupillari enrolled for the time being in the University, whether in a campus-based or distance education programme;

**“Junior staff”** are members of staff below the rank of Administrative Assistant or its equivalent;

**“Lecturer”** includes an assistant lecturer and a research fellow;

**“Member of the University”** means the Visitor, Chancellor, the Chair-person and Members of the University Council and College Boards, junior members, employees, alumni, pensioners, honorary degree holders and former members of Council;

“**Professional**” is a senior member with appropriate professional qualifications engaged primarily to provide medical, legal, accounting, engineering, information technology or related services;

“**Professor**” and “**professorial status**” include Associate Professor, Full Professor, and Emeritus Professor;

“**Provost**” means the academic and administrative head of a College;

“**Rector**” means the head of an extension campus;

“**Registry**” refers to the directorates under the Registrar;

“**Regulations**” means rules and guidelines made by the appropriate authority under these Bylaws;

“**School**” means one or more related academic departments which has the status of a Faculty and shares one or more of the following characteristics: association with a profession or the preparation of students for certification by another professional body.

“**Senior Member**” means the academic, administrative, professional employees and members of Convocation or persons who would become members, if they were not of less than two years standing from their first degrees or equivalent qualifications;

“**Senior staff**” means members of staff not below the rank of Administrative Assistant or its equivalent;

“**Statutes**” means administrative guidelines enacted by the University Council to govern the internal operations of the University.

“**Students’ Representative Council (SRC)**” means a council of all students of the University regardless of campus, centre, or mode;

“**Unit**” refers to academic or non-academic section below the level of a department;

## **Article XLI. AMENDMENTS AND REPEAL**

All Bylaws of the University and all resolutions or orders heretofore passed inconsistent with the provisions of these Bylaws are hereby repealed.

These Bylaws may be amended or repealed at any regular meeting of the Council by a majority vote of record of voting members of the Council provided that copies of such amendments shall be submitted in writing and furnished each member at least 15 days prior to such meeting.

## **Article XLII. OATH OF OFFICE**

I, ....., having been appointed (elected) to the high office of ..... of Valley View University, Oyibi, Accra, do in the name of the Almighty God swear (pledge) that I will be faithful and true to the University; I will at all times preserve, protect and defend the Statutes and Bylaws of the University, and I will dedicate myself to the service and well-being of the University and to do right to all manner of persons.

I therefore solemnly swear (pledge) that should I at any time break this oath of office, I shall submit myself to the Statutes and Bylaws of Valley View University and suffer the penalty for it. So help me God!

(To be sworn before the Chancellor or such other person as the Chancellor may designate or as may be prescribed by the Statutes of the University).

**Article XLIII. Effective Date**

These Bylaws shall come into effect on the **27th day of May, 2021.**





VALLEY VIEW  
UNIVERSITY

Excellence | Integrity | Service