

**AKENTEN APPIAH MENKA UNIVERSITY OF SKILLS TRAINING AND
ENTREPRENEURIAL DEVELOPMENT**

SCHEDULE F

CRITERIA/PROCEDURES FOR APPOINTMENTS AND PROMOTIONS

Subject to the Appointments and Promotions Policy of the University, the following general rules shall apply to the appointments and promotions of Senior Members:

F1. GENERAL CRITERIA FOR APPOINTMENT

A person to be appointed to any position in the University must have:

1. the requisite qualification;
2. broad knowledge and understanding of university management;
3. the requisite work experience;
4. high moral character and proven integrity;
5. excellent communication skills, interpersonal skills and cooperative service-oriented approach;
6. excellent leadership skills, good advocacy and negotiation skills;
7. excellent problem-solving and conflict-management skills;
8. high sense of discretion and confidentiality;
9. ability to work under pressure, prioritise and handle many simultaneous tasks;

F2. GENERAL CONDITIONS

The following general conditions shall apply to appointments of Senior Members into the University:

- a) Appointments shall be made with the approval of the Vice-Chancellor to fill vacant positions.
- b) Heads of Department who want Academic Senior Members to be appointed shall write to the Principal (where applicable) through their Deans/Directors to seek approval of the Vice-Chancellor and copy to the Registrar.
- c) Directors who want Administration or Professional Senior Members to be appointed shall write to the Vice-Chancellor through the Registrar to seek approval.
- d) Upon receiving approval from the Vice-Chancellor, the Registrar shall advertise the position or

direct prospective candidates to obtain Application Forms from the Registrar.

e) Completed Application Forms shall be directed to the Registrar and the Registrar shall maintain a register of the applications in his/her office and forward the Completed Application Forms to the Head of the relevant Department through the Principal and Dean or the Director.

f) For Academic Senior Members (Teaching), the Head of the relevant Department shall do a preliminary assessment of the application and submit comments to the Dean of Faculty or Director of School/Institute/Centre who shall refer the application to the Faculty Appointments and Promotions Committee for consideration.

g) The Faculty Appointments and Promotions Committee shall interview applicants, and in some cases, observe applicants' teaching and refer the application and its comments to the Appointments and Promotions Board for consideration. No application shall be withheld from the Faculty Appointments and Promotions Committee.

h) For Academic Senior Members (Library), the Head of the relevant Division shall do a preliminary assessment of the application and submit comments to the University Librarian who shall refer the application to the Library Appointments and Promotions Committee for consideration.

i) The Library Appointments and Promotions Committee shall interview applicants and refer the application and its comments to the Appointments and Promotions Board for consideration.

j) For Administration and Professional Senior Members, the Head of the relevant Division/Directorate/Office shall do a preliminary assessment of the application and submit comments to the Registrar who shall refer the application to the Administration Appointments and Promotions Committee for consideration.

k) The Administration Appointments and Promotions Committee shall interview applicants and refer the application and its comments to the Appointments and Promotions Board for consideration.

l) For Academic Senior Members, applicants who do not have a teaching background shall, as part of their probation period, be required to pursue the Postgraduate Diploma in Teaching and Learning in Higher Education programme.

F3. CRITERIA/PROCEDURES FOR APPOINTMENTS

F3.1 ACADEMIC SENIOR MEMBERS (TEACHING)

Assistant Lecturer/Assistant Research Fellow/Assistant Technical Research Fellow

1. An applicant for the post of Assistant Lecturer/Assistant Research Fellow/Assistant Technical Research Fellow shall have a researched Master's degree.
2. The appointment shall be for at most, two (2) years, which shall be regarded as a period of probation.
3. As a pre-requisite for confirmation as an Assistant Lecturer/Assistant Research Fellow/Assistant Technical Research Fellow, he/she must demonstrate evidence of enrolment in a relevant Doctoral degree programme and Post Graduate Diploma in Higher Education or equivalent in an accredited university.
4. Appointment to the Assistant Lecturer or Assistant Research Fellow or Assistant Technical Research Fellow grade may normally be renewed for four (4) years at the end of which the appointment shall be terminated unless the applicant has obtained the requirement for appointment as a Lecturer/ Research Fellow/Technical Research Fellow.
5. The status of an Assistant Lecturer/Assistant Research Fellow/Assistant Technical Research Fellow may be reviewed to Lecturer/Research Fellow/Technical Research Fellow after obtaining a relevant Doctoral degree.

Lecturer/Research Fellow/Technical Research Fellow

1. For the appointment of a Lecturer, Research Fellow/Technical Research Fellow, the applicant must have a research Master's degree and a relevant Doctoral degree.
2. The appointment shall normally be for six (6) years, of which one (1) year shall be regarded as a period of probation.
3. Confirmation of appointment will be done after showing evidence of completion of Post Graduate Diploma in Higher Education or its equivalence in an accredited university.
4. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, the appointment may be terminated

if the applicant has neither applied for nor been promoted to the next grade.

Senior Lecturer/Senior Research Fellow/Senior Technical Research Fellow

Appointment to the grade of Senior Lecturer, Senior Research Fellow/Senior Technical Research Fellow shall be considered on the basis of the following:

1. Applicants must have a relevant Doctoral degree and must have taught as a Lecturer or worked as a Research Fellow in a university or in an institution of equivalent status for a minimum of four (4) years including the probation period;
2. Applicant must show evidence of research or publication to be assessed with reference to the University's criteria for promotion;
3. An applicant seeking appointment to the grade of Senior Lecturer/Senior Research Fellow/Senior Technical Research Fellow from outside any of the Public Universities shall be made to submit the required publications for assessment;
4. Where the Head of Department or Dean is of a rank lower than the one to which the application is being made, then the Head or Dean shall make arrangements for a person of the appropriate rank to present the application to the Faculty Appointments and Promotions Committee, or the University's Appointments and Promotions Board, as the case may be;
5. Appointment to the rank of Senior Lecturer/Senior Research Fellow/Senior Technical Research Fellow shall be considered based on significant performance in the following:
 - a) Scholarship
 - b) Research/Contribution to Knowledge
 - c) Teaching
 - d) Academic leadership
 - e) Inventiveness
 - f) Extension work/service
6. Two (2) external assessors shall be required to evaluate the application.

Associate Professor

1. Applicant must have a relevant Doctoral degree
2. Appointment to the rank of Associate Professor shall be based on outstanding scholarship in the applicant's field of teaching and research and contribution to the intellectual life of the University and the development of the country.
3. An applicant seeking appointment to the grade of Associate Professor from outside any of the Public Universities shall be made to submit the required publications for assessment.
4. Where the Head of Department or Dean is of a rank lower than the one to which the application is being made, then the Head or Dean shall make arrangements for a person of the appropriate rank to present the application to the Faculty Appointments and Promotions Committee or the University's Appointments and Promotions Board, as the case may be.
5. Two (2) external assessments shall be required.
6. Appointment to the rank of Associate Professor shall be subject to the approval of Council.

Professor

1. Appointment to the rank of Professor shall be based internationally acknowledged scholarship in the applicant's field of teaching and research and his/her contribution to the intellectual life of the University and the development of the country.
2. The Head of Department, Dean or Director shall provide an assessment on teaching taking into account student assessment and external examiners' comments.
3. Where the Head of Department or Dean is of a rank lower than the one to which the application is being made, then the Head or Dean shall make arrangements for a person of the appropriate rank to present the application to the University's Appointments and Promotions Board as the case may be.

4. Two (2) external assessments shall be required.
5. Appointment to the rank of Professor shall be subject to the approval of Council.
6. Staff appointed to the rank of Professor shall be required to give an inaugural lecture one year after the date on their promotion letters.

Visiting Scholar/Temporary Appointment

1. In consultation with the relevant Principal, Dean and Head of Department, the Vice-Chancellor may, in urgent cases, approve a temporary appointment for a period of up to one (1) year while an application for a regular appointment is being processed.
2. In consultation with the relevant Principal, Dean and Head of Department, the Vice-Chancellor may approve a period not exceeding one (1) year for an applicant who does not propose to take up a regular appointment. The designation 'Visiting Professors, Visiting Associate Professors, Visiting Senior Lecturers, Visiting Lecturers and Visiting Scholars' shall apply to such an appointment.
3. Both appointments shall be reported to the Appointments and Promotions Board at its regular meeting.

Emeritus Professorship

1. The nominee for the position of Emeritus Professor shall be active in their field and within easy reach of the University.
2. The title of Emeritus Professor shall be conferred only on a full professor who has left the services of the University.
3. Nomination shall be considered by the Department, reviewed by the Faculty Board, recommended to the Appointments and Promotions Board, and approved by Council.
4. No stipend is attached to the position of Emeritus Professor, but the appointee shall have access

to University facilities such as the library and secretarial support and shall assist the work of the Department for which the expenses of the Emeritus Professor shall be paid.

F3.2 ACADEMIC SENIOR MEMBERS (LIBRARY)

For appointment as a senior member in the University Library, a candidate must satisfy the criteria defined below for the grade to which he/she is seeking appointment.

Junior Assistant Librarian

1. An applicant for the grade of Junior Assistant Librarian shall have a research master's degree in Librarianship, Information Studies, Information Management or related disciplines.
2. The applicant must show evidence of Continuous Professional Development.
3. The appointment shall be for two (2) years which shall be regarded as a period of probation.
4. Appointment to the Junior Assistant Librarian grade may normally be renewed for four (4) years at the end of which the appointment shall be terminated unless the applicant has obtained the requirement for appointment as Assistant Librarian.

Assistant Librarian

1. For appointment to the grade of Assistant Librarian, applicants must possess a research Master's degree in Library/Information Studies, Information Management and a relevant Doctoral degree.
2. The applicant must show evidence of Continuous Professional Development.
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. Appointments shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, appointments shall be terminated if the member has not been promoted to the next grade.

Senior Assistant Librarian

1. For appointment to the grade of Senior Assistant Librarian applicants must possess a research Master's degree in Library/Information Studies, Information Management and a relevant Doctoral degree.
 2. The applicant must show evidence of Continuous Professional Development.
 3. In addition, they must have served as Assistant Librarian or equivalent grade in an analogous institution for a minimum of five (5) years.
 4. An applicant must show evidence of research or publication to be assessed with reference to the University's criteria for promotion.
1. Two (2) external assessors shall be required to evaluate the application.

Deputy Librarian

1. For appointment to the grade of Deputy Librarian applicants must possess a research Master's degree in Library/Information Studies, Archival Studies and a relevant Doctoral degree.
2. The applicant must show evidence of Continuous Professional Development
3. In addition, applicant must have served as Senior Assistant Librarian or equivalent grade in an analogous institution for a minimum of five (5) years.
4. Applicant must show evidence of research or publication to be assessed with reference to the University's criteria for promotion.
5. Two (2) external assessors shall be required to evaluate the application.

University Librarian

Appointment to the position of University Librarian shall proceed as provided for in this Statutes.

4. ADMINISTRATIVE AND PROFESSIONAL SENIOR MEMBERS

F4.1 REGISTRY

For appointment as a Senior Member in the Registry, a candidate must satisfy the criteria defined below for the grade to which he or she is seeking appointment.

Junior Assistant Registrar

1. An applicant for the rank of Junior Assistant Registrar must have a relevant Master's degree
2. Applicant must have at least two (2) years post-qualification experience in Administration practices.
3. The appointment shall be for two (2) years which shall be regarded as a period of probation.
4. Appointment to the Junior Assistant Registrar grade may normally be renewed for another four (4) years at the end of which the appointment shall be terminated unless the staff has obtained the requirement for appointment as an Assistant Registrar.

Assistant Registrar

1. For the appointment of an Assistant Registrar, the candidate must have a relevant Master's degree.
2. Applicant must have at least four (4) years post-qualification experience in Administration practices.
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. Appointments shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, appointments shall be terminated if the candidate has not been promoted to the next grade.

Senior Assistant Registrar

1. For the appointment of a Senior Assistant Registrar, the candidate must have a relevant Master's degree.
2. Applicants must have served as Assistant Registrar or equivalent grade in an analogous institution for a minimum of four (4) years.
3. Or, in addition to (1) candidate must have at least seven (7) years post-qualification experience in administration in a university or an analogous institution.

Deputy Registrar

1. For the appointment of a Deputy Registrar, the candidate must have a relevant Master's degree
2. In addition, the applicant must have at least ten (10) years post-qualification experience in administration in a university or an analogous institution.
3. Or, in addition to (1) above candidate must have served as Senior Assistant Registrar or equivalent grade in an analogous institution for a minimum of five (5) years.

Registrar

The post of the Registrar shall be filled as provided for in the Act and this Statutes.

F4.2 DIRECTORATE OF FINANCE

For appointment as a Senior Member in the Directorate of Finance, applicants must satisfy the criteria defined below for the various grades.

Assistant Accountant

1. An applicant for the rank of Assistant Accountant must have a Master's degree in Accounting or Finance
3. Applicant must have at least two (2) years post-qualification experience in accounting and Finance practice.
4. The appointment shall be for two years which shall be regarded as a period of probation.

5. Appointment to the Assistant Accountant Grade may normally be renewed for another four (4) years at the end of which the appointment shall be terminated unless the Candidate has obtained the requirement for appointment as an Accountant.

Accountant

1. For the appointment of an Accountant, the applicant must have a Master's degree in accounting or a Finance related discipline, and a Professional qualification in accounting from a recognised Professional Accountancy Body such as the Institute of Chartered Accountants Ghana (ICAG), Association of Certified Chartered Accountants (ACCA), Chartered Institute Management Accountants (CIMA) and other Professional Organisations accredited by the International Federation of Accountants-Company (IFAC)

2. In addition, the applicant must have at least two (2) years post-qualification experience in Accounting and Finance practice.

3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.

4. Appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, the appointment shall be terminated if the applicant has not been promoted to the next grade.

Senior Accountant

1. For the appointment of Senior Accountant, the candidate must have a Master's degree in Accounting or Finance related discipline, and a Professional qualification in accounting from a recognised Professional Accountancy Body such as the Institute of Chartered Accountants Ghana (ICAG), Association of Certified Chartered Accountants (ACCA), Chartered Institute Management Accountants (CIMA) and other Professional Organisations accredited by the International Federation of Accountants-Company (IFAC)

2. Applicant must have served as an Accountant or in an equivalent grade in an analogous institution for a minimum of four (4) years, OR

3. In addition to (1) above, the applicant must have at least seven (7) years post-qualification experience in public sector accounting and financial management practice.

Deputy Director of Finance

1. For the appointment of Deputy Director of Finance, the applicant must have a Master's degree in Accounting or a Finance-related discipline and a Professional qualification in accounting from a recognised Professional Accountancy Body such as the Institute of Chartered Accountants Ghana (ICAG), Association of Certified Chartered Accountants (ACCA), Chartered Institute Management Accountants (CIMA) and other Professional Organisations accredited by the International Federation of Accountants-Company (IFAC)

2. In addition, the applicant must have at least, ten (10) years post-qualification experience in public sector accounting and financial management practice

3. Or in addition to (1) above, the applicant must have served as a Senior Accountant or in an equivalent grade in an analogous institution for a minimum of five (5) years.

Director of Finance

The post of Director of Finance shall be filled as provided for in the Act and this Statutes.

F4.3 DIRECTORATE OF INTERNAL AUDIT

For appointment as a Senior Member in Internal Audit, applicants must satisfy the criteria defined below for the various grades.

Assistant Internal Auditor

1. An applicant for the rank of an Assistant Internal Auditor must have a Master's degree in Accounting, Finance or other related areas.

2. Applicant must have at least two (2) years post-qualification experience in accounting and finance practice or auditing practice

3. The appointment shall be for two (2) years which shall be regarded as a period of probation.

4. Appointment to the Assistant Internal Auditor Grade may normally be renewed for another four

(4) years at the end of which the appointment shall be terminated unless the applicant has obtained the requirement for appointment to the next grade.

Internal Auditor

1. For the appointment of an Internal Auditor, the applicant must have a Master's Degree in Accounting or Finance related discipline and a Professional qualification in accounting from a recognised Professional Accountancy Body such as the Institute of Chartered Accountants Ghana (ICAG), Association of Certified Chartered Accountants (ACCA), Chartered Institute Management Accountants (CIMA) and other Professional Organisations accredited by the International Federation of Accountants-Company (IFAC)
2. In addition, applicants must have at least two (2) years post qualification experience in Accounting and Finance practice or auditing environment.
3. The appointment shall normally be for six (6) years, of which up to two years shall be regarded as a period of probation.
4. Appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if the applicant has not been promoted to the next grade.

Senior Internal Auditor

1. For the appointment of Senior Internal Auditor, the applicant must have a Master's Degree in Accounting or Finance related discipline and a Professional qualification in accounting from a recognised Professional Accountancy Body such as the Institute of Chartered Accountants Ghana (ICAG), Association of Certified Chartered Accountants (ACCA), Chartered Institute Management Accountants (CIMA) and other Professional Organisations accredited by the International Federation of Accountants-Company (IFAC)
2. The applicant must have served as Internal Auditor or equivalent grade in an analogous institution for a minimum of four (4) years.
3. Or in addition to (1) above, applicant must have at least, seven (7) years post qualification

experience in public sector accounting and financial management practice or Internal Auditor in a public sector.

Deputy Director of Internal Audit

1. For the appointment of Deputy Director of Internal Audit, the candidate must have a Master's degree in Accounting related discipline and a Professional qualification in accounting from a recognised Professional Accountancy Body such as the Institute of Chartered Accountants Ghana (ICAG), Association of Certified Chartered Accountants (ACCA), Chartered Institute Management Accountants (CIMA) and other Professional Organisations accredited by the International Federation of Accountants-Company (IFAC)
2. In addition, applicant must have at least, ten (10) years post qualification experience in public sector accounting and financial management practice or Internal Auditing in public sector, OR
3. In addition to (1) above, applicant must have served as Senior Internal Auditor or equivalent grade in an analogous institution for a minimum of five (5) years.

Director of Internal Audit

The post of Director of Internal Audit shall be filled as provided for in the Act and the Statutes.

F4.4 DIRECTORATE OF WORKS, PHYSICAL DEVELOPMENT AND FACILITY MANAGEMENT

For appointment as a Senior Member in the Directorate of Works, Physical Development and Facility Management, applicants must satisfy the criteria defined below for the grade to which they are seeking appointment.

Assistant Architect/Assistant Civil Engineer/Assistant Structural Engineer/ Assistant Electrical Engineer/Assistant Mechanical Engineer/Assistant Quantity Surveyor/Assistant Geomatic Engineer/Assistant Maintenance Engineer/Assistant Estates Officer, etc.

1. An applicant for the rank of Assistant Architect/Assistant Civil Engineer/Assistant Structural

Engineer/Assistant Electrical Engineer/Assistant Mechanical Engineer/Assistant Quantity

Surveyor/Assistant Geomatic Engineer/Assistant Estate Officer must have a degree in a relevant area.

2. In addition, an applicant must have a relevant Research Master's degree.

3. The appointment shall be for two (2) years which shall be regarded as a period of probation.

4. Appointment to an Assistant Architect/Assistant Civil Engineer/Assistant Structural

Engineer/Assistant Electrical Engineer/Assistant Mechanical Engineer/Assistant Quantity

Surveyor/ Assistant Estates Officer Grade may normally be renewed for another four (4) years

at the end of which the appointment shall be terminated unless the Candidate has obtained the

requirements for appointment as an Architect/Civil Engineer/Structural Engineer/ Quantity

Surveyor/Estates Officer.

Architect/Civil Engineer/Structural Engineer/Electrical Engineer/Quantity Surveyor/ Geomatic

Engineer/Mechanical Engineer/ Assistant Maintenance Engineer/Estates Officer etc

1. An applicant for the rank of Architect/Civil Engineer/Structural Engineer/Electrical

Engineer/Quantity Surveyor/Geomatic Engineer Engineer/Mechanical Engineer/Estates Officer

must have a degree in a relevant area of speciality and a relevant Research Master's degree.

2. In addition, an applicant must have a Professional qualification in Architecture, Civil

Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying/Geomatic

Engineering/ Valuation and Estates Surveying as the case may be from a recognised Professional

Body.

3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be

regarded as a period of probation.

4. Appointment shall be renewed at the end of the sixth year and may normally be renewed for no

longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if

the candidate has not been promoted to the next grade.

Senior Architect/Senior Civil Engineer/Senior Structural Engineer/Senior Electrical Engineer/Senior Quantity Surveyor/Senior Geomatic Engineer/Mechanical Engineer/Senior Estates Officer etc

1. An applicant for the post of Senior Architect/Senior Civil Engineer/Senior Structural Engineer /Senior Electrical Engineer/Senior Quantity Surveyor/Senior Geomatic Engineer/Senior Mechanical Engineer/Senior Estates Officer must have a degree in a relevant area of speciality in the built environment and a relevant Research Master's degree.

2. In addition, an applicant must have a Professional qualification in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying/Geomatic Engineering or Senior Estate Officer as the case may be from a recognised Professional Body.

3. An applicant must have served as an Architect/Civil Engineer /Structural Engineer/Electrical Engineer/Quantity Surveyor/Geomatic Engineer/Mechanical Engineer/Estate Officer or in an equivalent grade in an analogous institution for a minimum of four (4) years, OR

4. In addition to '1' and '2', an applicant must have at least, seven (7) years post-qualification experience as a practitioner in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying, Geomatic Engineering, or Valuation and Estate Surveying with proven ability to handle various complex and live projects to completion.

Deputy Director of Works, Physical Development and Facility Management

1. An applicant for the post of Deputy Director must have a degree in a relevant area of speciality in the built environment and a relevant Research Master's degree.

2. In addition, an applicant must have a Professional qualification in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering, Quantity Surveying, Geomatic Engineering or Valuation and Estate Surveying as the case may be from a recognised Professional Body.

3. Also, an applicant must have at least, ten (10) years post-qualification experience as a practitioner in Architecture, Civil Engineering, Electrical Engineering, Mechanical Engineering,

Quantity Surveying, Geomatic Engineering or Estates Officer with proven ability to handle and complete live complex projects of considerable magnitude and value, OR

4. In addition to '1' and '2' above, an applicant must have served as a Senior Architect/ Senior Civil Engineer/Senior Structural Engineer/Senior Electrical Engineer/Senior Quantity Surveyor/Senior Geomatic Engineer/Senior Estates Officer or in an equivalent grade in an analogous institution for a minimum of five (5) years.

Director of Works, Physical Development and Facility Management

The post of Director of Works, Physical Development and Facility Management shall be filled as provided for in the Statutes.

F4.5 DIRECTORATE OF UNIVERSITY HEALTH SERVICES

For appointment as a Senior Member in the Directorate of University Health Services, applicants must satisfy the criteria defined below for the various ranks and must have specialised in the relevant area.

Medical/Surgical/Dental/Optometry Category

For appointment of professionals in the Medical/Surgical/Dental/Optometry disciplines, applicants must possess the following:

Medical Officer

1. An applicant for the rank of a Medical Officer shall have a degree in Medicine/Surgery/ Dentistry/Optometry and shall have completed his/her Houseman rotations and must be on the permanent register of the Ghana Medical and Dental Council.
2. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
3. The appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, the appointment may be terminated if the candidate has not been promoted to the next grade.

Senior Medical Officer

1. An applicant for the rank of a Senior Medical Officer must have a degree in Medicine/ Surgery/Dentistry/Optomerty and must have completed his/her Houseman rotations and must be on the permanent register of the Ghana Medical and Dental Council; AND
2. An applicant must have served as a Medical Officer or in an equivalent grade in an analogous institution for a minimum of four (4) years
3. Or, an applicant with a specialist qualification or a health-related postgraduate qualification may enter at this grade subject to evidence of contribution to healthcare delivery with the submission of five (5) papers/reports/memoranda.

Deputy Director of Health Services

1. An applicant for the rank of a Deputy Director of Health Services must have a degree in Medicine/Surgery/Dentistry/Optomerty and must have completed his/her Houseman rotations and must be on the permanent register of the Ghana Medical and Dental Council.
2. An applicant must have a specialist qualification or a health-related post graduate qualification.
3. In addition to (1) and (2) above, an applicant must have served as Senior Medical Officer or in an equivalent grade in an analogous institution for a minimum of five (5) years.
4. Or, an applicant must have a specialist qualification or a health-related post graduate degree with at least, twelve (12) years post qualification working experience. An applicant must show evidence of contribution to healthcare delivery with the submission of twelve (12) papers/reports/memoranda.

Pharmacist Category

For appointment of professionals in the Pharmacy disciplines, applicants must possess the following:

Pharmacist

1. An applicant for the rank post of a pharmacist must have a Bachelor of Pharmacy (BPharm.) or Doctor of Pharmacy (PharmD) qualification and must have completed his/her houseman rotations and must be on the permanent register of the Ghana Pharmacy Council. A holder of BPharm. must possess a relevant postgraduate qualification.
2. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
3. The appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) years. At the end of the tenth year, the appointment may be terminated if the applicant has not been promoted to the next grade.

Senior Pharmacist

1. An applicant for the post of a Superintendent Pharmacist must have a Doctor of Pharmacy (PharmD) qualification and must have completed his/her houseman rotations and must be on the permanent register of the Ghana Pharmacy Council; AND
2. An applicant must have served as a pharmacist or in an equivalent grade in an analogous institution for a minimum of four (4) years.
3. Or, an applicant holding a specialist qualification in Pharmacy or a Pharmacy-related postgraduate degree with at least five (5) years post-qualification working experience may enter on this grade subject to evidence of contribution to healthcare delivery with the submission of five (5) papers/reports/memoranda.

Deputy Director of Health Services (Pharmaceuticals)

1. An applicant for the post of a Deputy Director must have Bachelor of Pharmacy (BPharm.) or Doctor of Pharmacy (PharmD) qualification and must have completed his/her Houseman rotations and must be on the permanent register of the Ghana Pharmacy Council.

2. In addition, an applicant must have a Pharmacy or a Pharmacy-related postgraduate degree.
3. In addition to '1' and '2' above, an applicant must have served as a Senior Pharmacist or in an equivalent grade in an analogous institution for a minimum of five (5) years.
4. Or, an applicant with a specialist qualification or a Pharmacy-related postgraduate degree must have at least, twelve (12) years post qualification working experience and must have shown evidence of contribution to healthcare delivery with the submission of twelve (12) papers/reports/ memoranda.

Medical Diagnostic Services

Medical Diagnostic Services comprise professionals in the Medical Laboratory, Radiology, Sonography and other adjunct disciplines.

Medical Diagnostic Scientist

1. An applicant for the post of Medical Diagnostic Scientist must possess a specialist degree in Diagnostics/Diagnostics-related discipline and a Master's Degree in Diagnostics-related discipline, or Doctor of Medical Laboratory Science (MLSD) and must be on the permanent register of the Allied Health Professions Council of Ghana.
2. The appointment to this grade shall normally be for six (6) years of which up to two (2) years shall be regarded as a period of probation.
3. Appointment shall be renewed before the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, the appointment may be terminated if the applicant has not been promoted to the next grade.

Senior Medical Diagnostic Scientist

1. An applicant for the post of Senior Medical Diagnostic Scientist must possess a Specialist degree

in Diagnostics and a Diagnostics-related Master's Degree or Doctor of Medical Laboratory

Science (MLSD) and must have registered with the Allied Health Professions Council of Ghana.

2. Applicant must have served as Assistant Registrar Medical Diagnostic Scientist or equivalent or in an analogous institution for at least four (4) years.

3. Or applicant holding Specialist qualification in Diagnostics/Diagnostics– related postgraduate degrees with at least six (6) years post-specialization experience may enter on this grade subject to evidence of contribution to health delivery.

Deputy Director of Medical Diagnostic Scientist

1. An applicant for the post of Deputy Director of Medical Diagnostic Scientist must possess a Specialist degree in Diagnostics and a Diagnostics-related Master's Degree or Doctor of Medical Laboratory Science (MLSD) and must have registered with the Allied Health Professions Council of Ghana.

2. Applicant must have served as Senior Assistant Registrar Medical Diagnostic Scientist for at least four (4) years in the University or an analogous institution and shown evidence of contribution to health delivery.

3. Or, applicant with Specialist postgraduate qualification in Diagnostics or Diagnostics-related postgraduate degrees must have at least twelve (12) years post-qualification working experience and must have shown evidence of contribution to health delivery.

Nursing Services

Nursing Services comprise professionals in the Nursing, clinical Psychology, Physician Assistants and other adjunct disciplines.

Nursing Officer/ Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/Physician

1. An applicant for the post of Nursing Officer/Dietetics/Nutritionist/Clinical

Psychologist/Physiotherapist/ Physician must possess a specialist qualification in these areas / other related Master's Degree and must be on the permanent register of the Nurses and Midwifery Council /other health Regulatory Body.

2. The appointment to this grade shall normally be for six (6) years of which up to two (2) years shall be regarded as a probation period.

3. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) more years. At the end of the tenth year, the appointment shall be terminated if the member has not been promoted to the next grade.

Senior Nursing Officer/Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/Physician

1. An applicant for the post of Senior Nursing Officer /Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/ Physician must possess a specialist qualification in these areas / other related Master's Degree and must be on the permanent register of the Nurses and Midwifery Council /other health Regulatory Body.

2. Applicant must have served as Assistant Registrar Nursing /Midwifery/Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/ Physician Assistantship or equivalent for at least four (4) years and shown evidence of contribution to health delivery.

3. Or, the Applicant holding a postgraduate qualification in Nursing /Midwifery/Dietetics/Nutritionist/Clinical Psychologist/Physiotherapist/ Physician Assistantship or its equivalent with at least seven (7) years post-specialization experience may enter on this grade subject to evidence of contribution to health delivery.

Deputy Director Nursing /Midwifery/Dietician/Nutritionist/Clinical Psychologist/ Physiotherapist/Physician Assistant/Anaesthetist Assistant

1. Applicant must possess a postgraduate degree in Nursing /Midwifery/Dietician/Nutritionist/Clinical Psychologist/ Physiotherapist/Physician

Assistant/Anaesthetist Assistant or its equivalent and must have registered with the Nurses and Midwifery Council or appropriate regulatory body.

2. Applicant must have served as Senior Assistant Registrar Nursing

/Midwifery/Dietician/Nutritionist/Clinical Psychologist/ Physiotherapist/Physician

Assistant/Anaesthetist Assistant or equivalent for at least five (5) years in the University or an analogous institution and shown evidence of contribution to health delivery.

3. Or, an Applicant with a postgraduate degree in Nursing

/Midwifery/Dietician/Nutritionist/Clinical Psychologist/ Physiotherapist/Physician

Assistant/Anaesthetist Assistant or its equivalent must have at least twelve (12) years of working experience post qualification and must have shown evidence of contribution to health delivery.

Director of University Health Services

The Director of University Health Services post shall be filled as provided for in this Statutes.

F4.6 DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

For appointment as a Senior Member in the Directorate of ICT Services, an applicant must satisfy the criteria defined below for the various ranks and must have specialisation in any of the following areas:

1. Systems Administration
2. Network Administration
3. Telecoms Administration
4. Software Development (Programming, Web Development, Database Development, Systems Analysis)
5. IT Compliance
6. Applications

7. Multimedia
8. User Support
9. Hardware and Electronics
10. Any other ICT speciality that may become relevant

Assistant Information and Communication Technology (ICT) Officer

1. An applicant must have a Master's Degree in Computer Science/Information Communication Technology/Information Systems/Electronics/Electrical Engineering
2. An applicant must have at least, two (2) years relevant experience in the ICT environment.
3. The appointment shall be for two (2) years which shall be regarded as a period of probation.
4. Appointment to the Junior Assistant ICT Officer grade may normally be renewed for another four (4) years at the end of which the appointment shall be terminated unless the staff has obtained the requirement for appointment as an Assistant ICT Officer.

Information and Communication Technology (ICT) Officer

1. An applicant must have a Master's degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering and a final certificate from a recognised professional ICT certification such as:
 - a) Cisco (E.g., CCNA, DevNet, CCNP, CCIE, CCDA)
 - b) Microsoft (E.g., MCSE, MCSA, MCSD)
 - c) IT Infrastructure Library
 - d) Information Systems Audit and Control Association (E.g., CRISC, CISM, CISA)
 - e) Project Management Institute (E.g., PMP)
 - f) International Information System Security Certification Consortium (E.g., CISSP)
2. The appointment shall normally be for six (6) years, of which up to two (2) years shall be

regarded as a period of probation.

3. Appointment shall be renewed at the end of the sixth year and may normally be renewed for not longer than four (4) years. At the end of the tenth year, the appointment may be terminated if the staff has not been promoted to the next grade.

Senior Information and Communication Technology (ICT) Officer

1. An applicant must have a Master's degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering and a final certificate from a recognised professional ICT certification such as:

- a) Cisco (E.g., CCNA, DevNet, CCNP, CCIE, CCDA)
- b) Microsoft (E.g., MCSE, MCSA, MCSD)
- c) IT Infrastructure Library
- d) Information Systems Audit and Control Association (E.g., CRISC, CISM, CISA)
- e) Project Management Institute (E.g., PMP)
- f) International Information System Security Certification Consortium (E.g., CISSP)

2. An applicant must have served as an Assistant ICT Officer or in an equivalent grade in an analogous institution for a minimum of four (4) years.

3. Or in addition to (2), an applicant must have at least seven (7) years post qualification experience

4. An applicant must show evidence of papers/reports/memoranda to be assessed with reference to the University's criteria for promotion.

Deputy Information and Communication Technology (ICT) Officer

1. An applicant must have a Master's degree in Computer Science/ICT/Information Systems/Electronics/Electrical Engineering and a final certificate from a recognised professional ICT certification such as:

- a) Cisco (E.g., CCNA, DevNet, CCNP, CCIE, CCDA)
 - b) Microsoft (E.g., MCSE, MCSA, MCSD)
 - c) IT Infrastructure Library
 - d) Information Systems Audit and Control Association (E.g., CRISC, CISM, CISA)
 - e) Project Management Institute (E.g., PMP)
 - f) International Information System Security Certification Consortium (E.g. CISSP)
2. An applicant must have served as a Senior ICT Officer or in an equivalent grade in an analogous institution for a minimum of five (5) years.
 3. Or in addition to (2) applicant must have at least ten (10) years post qualification experience in the ICT practice.
 4. An applicant must show evidence of papers/reports/memoranda to be assessed with reference to the University's criteria for promotion.

Director of Information and Communication Technology Services

The post of Director of Information Communication and Technology Services shall be filled as provided for in this Statutes.

F4.7 DIRECTORATE OF QUALITY ASSURANCE, PLANNING, AND ACCREDITATION

For appointment as a Senior Member in the Quality Assurance, Planning, and Accreditation Office, applicants must satisfy the criteria defined as follows:

Junior Assistant Planning Officer

1. An applicant must have a Master's degree in Planning, Statistics, Economics, Development Planning, Mathematics or any other relevant discipline.
2. The appointment shall be for two (2) years which shall be regarded as a period of probation.

3. The appointment may normally be renewed for four (4) years, at the end of which the appointment shall be terminated unless the staff has obtained the requirement for appointment as Assistant Planning Officer.

Assistant Planning Officer

1. An applicant must have a Master's degree in Planning, Statistics, Economics, Development Planning, Mathematics or a relevant discipline and a relevant professional qualification from a recognised professional body.
2. In addition, an applicant must have at least two (2) years post qualification experience.
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. Appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) more years. At the end of the tenth year, appointment shall be terminated if the member has not been promoted to the next grade.

Senior Assistant Planning Officer

1. An applicant must have a Master's degree in Planning, Statistics, Economics, Development Planning, Mathematics or a relevant discipline and relevant professional qualification from a recognised professional body.
2. An applicant must have served as an Assistant Planning Officer or in an equivalent grade in an analogous institution for a minimum of four (4) years.
3. In addition to '1' an applicant must have at least, seven (7) years post qualification experience.

Planning Officer

1. The applicant must have a Master's degree in Planning, Statistics or Economics, Development

Planning, Mathematics or a relevant discipline and relevant Professional qualification from a recognised Professional Body.

2. Applicant must have served as Senior Assistant Planning Officer or equivalent grade in an analogous institution for a minimum of five (5) years.

3. In addition to (1) the candidate must have at least ten (10) years post qualification experience.

Director of Quality Assurance, Planning and Accreditation

The post of Director, Quality Assurance, Planning and Accreditation shall be filled as provided for in this Statutes.

F4.8 DIRECTORATE OF PROCUREMENT

For appointment as a Senior Member in the Directorate of Procurement, applicants must satisfy the criteria defined as follows:

Assistant Procurement Officer

1. An applicant must have a Master's degree in Procurement and Supply Chain Management, or Logistics and Supply Chain Management.

2. The appointment shall be for two (2) years which shall be regarded as a period of probation.

3. The appointment may normally be renewed for four (4) years at the end of which the appointment shall be terminated unless the staff has obtained the requirement for appointment to the next grade.

Procurement Officer

1. An applicant must have a Master's degree in Procurement and Supply Chain Management, or Logistics and Supply Chain Management and must have a relevant professional qualification

from a recognised professional body.

2. An applicant must have at least two (2) years post qualification experience.
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. The appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) years. At the end of the tenth year, the appointment shall be terminated if the staff has not been promoted to the next grade.

Senior Procurement Officer

1. An applicant must have a Master's degree in Procurement and Supply Chain Management, or Logistics and Supply Chain Management and a relevant professional qualification from a recognised professional body.
2. An applicant must have served as a Procurement Officer or equivalent grade in an analogous institution for a minimum of four (4) years.
3. In addition to '1', an applicant must have at least seven (7) years post-qualification experience.

Deputy Director of Procurement

1. An applicant must have a Master's degree in Procurement and Supply Chain Management, or Logistics and Supply Chain Management and relevant professional qualification from a recognised Professional Body.
2. An applicant must have served as a Senior Procurement Officer or in an equivalent grade in an analogous institution for a minimum of five (5) years.
3. In addition to '1', an applicant must have at least ten (10) years post-qualification experience.

Director of Procurement

The post of Director of Procurement shall be filled as provided for in this Statutes.

F4.9 LEGAL SERVICE OFFICE

For appointment as a Senior Member in the Legal Services Office, applicants must satisfy the criteria defined as follows:

Assistant Legal Officer

1. An applicant must be a lawyer and a member of the Ghana Bar Association
2. Applicant must have at least two (2) years post-qualification experience in legal practice.
3. The appointment shall be for two (2) years which shall be regarded as a period of probation.
4. The appointment may normally be renewed for four (4) years at the end of which the appointment shall be terminated unless the staff has obtained the requirement for appointment to the next grade.

Legal Officer

1. An applicant must be a lawyer and a member of the Ghana Bar Association and must have a Master's degree in a relevant area.
2. An applicant must have at least two (2) years post post-qualification experience in legal practice
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. The appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) years. At the end of the tenth year, the appointment shall be terminated if the staff has not been promoted to the next grade.

Senior Legal Officer

1. An applicant must be a lawyer and a member of the Ghana Bar Association and must have a Master's degree in a relevant area.
2. An applicant must have served as a Legal Officer or equivalent grade in an analogous institution for a minimum of four (4) years.
3. In addition to '1', an applicant must have at least seven (7) years post-qualification experience in legal practice.

Deputy Director of Legal Services

1. An applicant must be a lawyer and a member of the Ghana Bar Association and must have a Master's degree in a relevant area.
2. An applicant must have served as a Senior Legal Officer or in an equivalent grade in an analogous institution for a minimum of five (5) years.
3. In addition to '1', an applicant must have at least ten (10) years post-qualification experience in legal practice.

Director of Legal Services

The post of Director of Legal Services shall be filled as provided for in this Statutes.

F4.10 DIRECTORATE OF SPORTS

For appointment as a Senior Member in the Directorate of Sports, applicants must satisfy the criteria defined as follows:

Sports Coach

1. An applicant must have a Master's degree in a sports-related discipline.
2. The appointment shall be for two (2) years which shall be regarded as a period of probation.
3. The appointment may normally be renewed for four (4) years at the end of which the appointment

shall be terminated unless the staff has obtained the requirement for appointment to the next grade.

Senior Sports Coach

1. An applicant must have a Master's degree in a Sports related discipline and must be licensed by a recognised body.
2. An applicant must have at least two (2) years post qualification experience.
3. The appointment shall normally be for six (6) years, of which up to two (2) years shall be regarded as a period of probation.
4. The appointment shall be renewed at the end of the sixth year and may normally be renewed for no longer than four (4) years. At the end of the tenth year, the appointment shall be terminated if the staff has not been promoted to the next grade.

Principal Sports Coach

1. An applicant must have a Master's degree in a Sports related discipline and must be licensed by a recognised body
2. An applicant must have served as a Senior Sport Coach or equivalent grade in an analogous institution for a minimum of four (4) years.
3. In addition to '1', an applicant must have at least seven (7) years post qualification experience.

Deputy Director of Sports

1. An applicant must have a Master's degree in a Sports related discipline and must be licensed by a recognised body
2. An applicant must have served as a Principal Sports Coach or in an equivalent grade in an analogous institution for a minimum of five (5) years.

3. In addition to '1', an applicant must have at least ten (10) years post qualification experience.

Director of Sports

The post of Director of Sports shall be filled as provided for in this Statutes.

F5. CRITERIA/PROCEDURES FOR PROMOTIONS

F5.1 ACADEMIC SENIOR MEMBERS

1. Promotion shall normally proceed from one rank to the immediate next rank:

a) Assistant Lecturer to Lecturer to Senior Lecturer to Associate Professor to Professor.

b) Junior Assistant Librarian to Assistant Librarian to Senior Assistant Librarian to Deputy Librarian.

2. Notwithstanding the normal progression as stated in 1.0 above, any member of the University may apply at any time to be promoted as detailed in the policy/guidelines for the appointment and promotion of Senior Members.

1.0 SUBMISSION OF APPLICATION

An application indicating the position being sought and the area of discipline concerned shall be submitted to the Dean/Director/University Librarian through the Head of Department with a covering letter copied to the Registrar.

2.0 PROCESSING OF APPLICATION

The Dean/Director/University Librarian shall forward to the Registrar one copy of each application dossier received and the cover letter copied to the applicant concerned within a maximum of ten (10) working days.

3.0 DEPARTMENT REVIEW

1. The Departmental Appointments and Promotions Committee (DAPC) shall consider all applications. Where there are no qualified persons in the Department for the position being applied for, the application shall be referred to the Faculty Appointments and Promotions Committee for review.
2. On receipt of an application, the Head shall refer it to the DAPC for consideration within a maximum of ten (10) working days. No application shall be withheld from the Departmental Appointments and Promotions Committee.
3. The DAPC shall consider all applications for promotions and shall forward the list of all applications with Internal Assessment Report and recommendations to the Dean, with a copy to the Vice Chancellor as the case may be.

4.0 FACULTY REVIEW

1. The Faculty or Library Appointments and Promotions Committee (FAPC or LAPC) shall consider all applications. Where there are no qualified persons in the Faculty/Library for the position being applied for, the application shall be referred to the Pro Vice-Chancellor/Principal as the case may be, who shall constitute the relevant ad-hoc committee to review the application.
2. On receipt of an application, the Dean/Director/University Librarian shall refer it to the FAPC/LAPC for consideration within a maximum of ten (10) working days. No application shall be withheld from the FAPC/LAPC.
3. The FAPC/LAPC shall consider all applications for promotions and shall forward the list of all applications with Internal Assessment Report and recommendations to the Vice Chancellor through the Dean as the case may be.

5.0 HANDLING OF AN APPLICATION AT THE DEAN'S/DIRECTOR'S/LIBRARIAN'S OFFICE

1. Following the recommendation by the FAPC/LAPC, the Dean/Director/Librarian shall, in

consultation with the Head of Department, recommend to the Vice-Chancellor through the Campus Principal where applicable, and Registrar, five (5) persons, three (3) of whom shall be considered for appointment as External Assessors for an evaluation of an applicant's work.

2. The Registrar shall request each External Assessor to comment on each publication submitted.

3. The request for an assessment shall be accompanied by a copy of the application including curriculum vitae and copies of publications and other exhibits of the applicant's work, and criteria for appointment/promotion.

4. An External Assessor shall be a person of good standing in the applicant's field but normally not employed by or in any way connected with the University.

5. Promotion shall take effect from the date of the final submission of the application documents by the applicant to the Dean/Director/University Librarian.

6.0 CRITERIA FOR PROMOTION

1. An applicant shall be assessed on the basis of evidence of continuing performance in respect of three (3) broad categories as outlined in '6.2 to 6.5' made up of the following:

a) Scholarship

b) Research/contribution to knowledge

c) Grant award (won)

d) Teaching

e) Academic leadership

f) Inventiveness

g) Extension work/service

2. An application shall be supported by publications including books, book chapters, refereed articles in journals or manuscripts (or evidence of acceptance for publication in such journals), published conference proceedings, systematised teaching materials, monographs, final grant

implementation report and creative works (evidenced by patents).

3. For joint publication, the applicant shall provide details of his/her contribution and state the percentage of his/her contribution to the publication for assessment.

4. For extension work/service, the following may be taken into account by the Appointments and Promotions Board:

a) Contribution to University Boards/Committees

b) National/International recognition.

c) Academic Leadership

5. For teaching, number of courses taught, delivery and assessment performance, continuous professional development, curriculum development and enhancement, and professionalism, shall be considered.

6. For library, number of library instructions delivered, assessment performance/appraisal of functional area, continuous professional development, faculty librarian engagement reports, and professionalism, shall be considered.

7.0 HANDLING OF APPLICATIONS AT THE REGISTRY

1. The Registrar shall maintain a register of applications received in his/her or her Office indicating the dates of receipt and shall bring the register to the attention of the Appointments and Promotions Board at least twice a semester indicating the stage of processing of each application.

2. When the processing of an application is completed, the Registrar shall satisfy himself or herself that everything is in order and shall list the applications for consideration by the Appointments and Promotions Board, inviting the candidates for interview where necessary.

3. In each case of a promotion, the Registrar shall provide the Appointments and Promotions Board with:

a) the approved departmental establishment

- b) the approved criteria for promotion
- c) the reports of the Faculty or Library Appointments and Promotions Committee
- d) the report of the Referees/External Assessors
- e) salary scale attached to the position

8.0 GRADING OF PUBLICATIONS/PAPERS, TEACHING AND COMMUNITY SERVICE

The following are the weights for the three (3) assessment categories in points:

Ranks	Publications/Papers	Teaching/Library Instruction	Community Service
Lecturer and equivalent grades to Senior Lecturer and equivalent grades	60	30	10
Senior Lecturer and equivalent grades to Associate Professor and equivalent grades	65	20	15
Associate Professor to Professor	70	10	20

The pass mark for promotion are as follows:

- a) Lecturer to Senior Lecturer 60
- b) Senior Lecturer to Associate Professor 65
- c) Associate Professor to Professor 70

The applicant should obtain at least 50% of each of the three (3) assessment categories.

9.0 LEVELS OF PROMOTION AND ASSESSMENT

9.1 *Promotion from Assistant Lecturer/Assistant Research Fellow/Assistant Technical Research*

Fellow to Lecturer/ Research Fellow/Technical Research Fellow

An applicant should have completed a relevant Doctoral degree.

9.2 Promotion from Lecturer/Research Fellow/Technical Research Fellow to Senior Lecturer/Senior Research Fellow/Senior Technical Research Fellow

1. Applicant must have a relevant Doctoral degree from a recognised university
2. Applicant must have taught for a minimum period of four (4) years as a Lecturer
3. Lecturers must submit at least five (5) publications for assessment.
4. Research Fellows/Technical Research Fellows must submit at least seven (7) publications for assessment.
5. Publications should be in reputable peer-reviewed high impact journals/books/conference papers.
6. At least two-lead authorship in a joint publication, which shall include sole authorship.

Rank Publications/Papers/Teaching/Library/Instruction/Community Service

- Lecturer and equivalent grades to Senior Lecturer and equivalent grades 60 30 10
- Senior Lecturer and equivalent grades to Associate Professor and equivalent grades 65 20 15
- Associate Professor to Professor 70 10 20

9.3 Senior Lecturer/Senior Research Fellow/Senior Technical Research Fellow to Associate Professor

1. Applicant must have a relevant Doctoral degree from a recognised university
2. Applicant must have taught for a minimum period of three (3) years as a Senior Lecturer in the University or an analogous institution.
3. Senior Lecturer must submit at least seven (7) publications obtained after their appointment as a Senior Lecturer for assessment.
4. Senior Research Fellow/Senior Technical Research Fellow must submit at least ten (10) publications obtained after their appointment as Senior Research Fellow/Senior Technical Research Fellow for assessment.
5. Publications should be in reputable peer-reviewed high-impact journals/books/conference papers.
6. In addition, an applicant must have a reputation nationally or internationally evidenced through

any one (1) of the following: presentations at conferences, consultancy, external assessor, editor, citations among others.

7. At least three-lead authorship in a joint publication, which shall include sole authorship.

9.4 Associate Professor to Professor

1. Applicant must have a relevant Doctoral degree from a recognised university

2. Applicant must have taught for a minimum period of two (2) years as Associate Professor in the University or an analogous institution.

3. The applicant must submit at least eight (8) publications obtained after their appointment as Associate Professor for assessment.

4. In the case of Research Fellows/Technical Research Fellows in Associate Professor grade, the applicant must have a minimum of twelve (12) publications obtained after their appointment as Associate Professor for assessment.

5. The applicant must demonstrate academic leadership.

6. Publications should be in reputable peer-reviewed high impact journals/books/conference papers.

7. In addition, applicant must have reputation nationally or internationally evidenced through any one (1) of the following; presentation at conferences, consultancy, external assessor, editor, citations among others.

8. Staff appointed to the rank of Professor shall be required to give an inaugural lecture one (1) year after the date of their promotion letter.

9. At least four-lead authorship in a joint publication, which shall include sole authorship.

10.0 UNIVERSITY LIBRARY

For promotion to Senior Membership grade in the University Library, an applicant must satisfy the criteria defined below for the various grades.

10.1 Promotion from Junior Assistant Librarian to Assistant Librarian

An applicant should have the requisite qualification for Assistant Librarian and should pass a confirmation interview where applicable.

10.2 Promotion from Assistant Librarian to Senior Assistant Librarian

1. Applicant must have a relevant Doctoral degree from a recognised university
2. Applicant must have served as Assistant Librarian for a minimum period of four (4) years in the University or an analogous institution.
3. The applicant must submit at least five (5) publications for assessment.
4. Publications should be in reputable peer-reviewed high impact journals/books/conference papers.
5. In addition, submit evidence of at least 72 hours of Library Instruction within a Calendar Year.

10.2 Promotion from Senior Assistant Librarian to Deputy Librarian

1. Applicant must have a relevant Doctoral degree from a recognised university
2. Applicant must have served as Senior Assistant Librarian for a minimum period of three (3) years in the University or an analogous institution.
3. The applicant must submit seven (7) publications obtained after their appointment as Senior Assistant Librarian for assessment.
4. Publications should be in reputable peer-reviewed high impact journals/books/conference papers.
5. In addition, submit evidence of at least 72 hours of Library Instruction within a Calendar Year.

F6. SENIOR MEMBERS (ADMINISTRATION AND PROFESSIONAL)

1.0 CRITERIA FOR ASSESSMENT

Promotion shall normally proceed from one (1) rank to the immediate next rank:

- a) Junior Assistant Registrar and analogous grades to Assistant Registrar and analogous grades to Senior Assistant Registrar and analogous grades to Deputy Registrar and analogous grades.

b) Notwithstanding the normal progression as stated in '1' above, any member of the University may apply at any time to be promoted as detailed in the policy/guidelines for appointment and promotion of Senior Members.

c) Promotion shall be based on satisfactory performance in the following assessable areas/categories:

- i. Ability to work
- ii. Additional responsibilities
- iii. Promotion of profession
- iv. Human relations
- v. Grant award (won)

2.0 GRADING OF ASSESSMENT

Grading of assessment shall be as follows:

- a. Exceptional - A (80 - 100) Excellent
- b. Above Average - B (70 - 79) Very good
- c. Average - C (60 - 69) Good
- d. Below Average - D (50 - 59) Fair
- e. Fail - E (Below 50) Poor

The following pass marks shall apply to the following respective ranks:

- a) Assistant Registrar to Senior Assistant Registrar 60 and above
- b) Senior Assistant Registrar to Deputy Registrar 65 and above

The applicant should obtain at least 50% each of any four (4) of the five (5) categories listed in 1.0 (c).

3.0 GENERAL PROCEDURE FOR PROMOTION

The following general procedure for promotion shall apply in all cases:

- a) Any member of staff who wishes to be considered for promotion shall complete appropriate application forms and submit same to the Registrar through the Head of Department/Section/Unit;

- b) On receipt of the application, the Head of Department/Section/Unit shall forward same to the Registrar together with his/her written assessment of the applicant within a maximum of ten (10) working days. The applicant must be notified of the submission of the application to the Registrar;
- c) On receipt of the application, the Registrar shall refer the application documents for internal assessment within a maximum of ten (10) working days. An internal assessor shall be required to submit its report to the Registrar within a maximum of thirty (30) days.
- d) On receipt of internal assessment report, the Registrar shall refer the applications for promotion and internal assessment report to the Administration Appointments and Promotions Committee for consideration within a maximum of ten (10) working days.
- e) The Administration Appointments and Promotions Committee shall forward to the University Appointments and Promotions Board the following:
- i. The completed application forms of every candidate;
 - ii. The written assessment by the candidate's Head of Department/Section/Unit and the Registrar; and
 - iii. A comprehensive assessment of the candidate's suitability for promotion by the Administration Appointments and Promotions Committee.

4.0 EVALUATION OF ATTAINMENT AND PERFORMANCE FOR PROMOTION

4.1 Assessment for Promotion

Assessment for promotion shall be made by:

- a) the Head of Department/Section/Unit who shall assess the applicant in any four (4) of the assessable areas; and
- b) the Administration Appointments and Promotions Committee shall assess the applicant in any four (4) of the assessable areas.

4.2 Handling of an Application at the Office of the Registrar

1. Following the recommendation by the Administration Appointments and Promotions Committee, the Registrar, in consultation with the relevant Head of Department, shall recommend to the Vice-Chancellor five (5) persons, three (3) of whom shall be considered for appointment as External Assessor for an evaluation of an applicant's work.
2. The Registrar shall request each External Assessor to comment on each publication/paper/report/memo submitted for assessment stating its contribution to the candidate's academic/administrative/professional standing.
3. The request for an assessment shall be accompanied by a copy of the application including curriculum vitae and copies of publication/paper/report/memo and other exhibits of the applicant's work, and criteria for appointment/promotion. No internal assessment report shall be sent to the External Assessor.
4. An External Assessor shall be a person of good standing in the applicant's field but normally not employed by or in any way connected with the University.
5. Promotion shall take effect from the date of the final submission of the application documents by the applicant to the Registrar.

4.3 Consideration by Appointments and Promotions Board

The University Appointments and Promotions Board shall consider the evidence submitted by:

- a) the applicant;
- b) the Registrar/Head of Department/Section/Unit;
- c) the Administration Appointments and Promotions Committee; and
- d) the External Assessors.

5.0 GUIDELINES FOR EVALUATING PERFORMANCE AND ATTAINMENT

The following guidelines/indicators shall apply in assessing and evaluating competence:

5.1 Ability to Work

1. Proven ability in applicant's work schedule as evidenced by:

- a) grasp of administrative procedures, current administrative trends including relevant Government administrative policies and guidelines;
 - b) ability to do independent work;
 - c) initiative, resourcefulness and drive;
 - d) sense of responsibility;
 - e) capacity for sustained work; and
 - f) quality of servicing committees (preparation of materials for meetings, prompt and accurate writing of minutes and reports, taking follow-up actions effectively).
- 2. leadership qualities and drive;
 - 3. supervision of subordinate staff; and
 - 4. quality of overall output.

5.2 Additional Responsibilities

Additional tasks other than normal schedule of work.

5.3 Promotion of Profession

Written memoranda, reports, papers, books, proposals, position papers, training manuals, policy documents and publications on administrative matters and issues.

5.4 Human Relations

Good image and comportment in dealing with staff and the public.

6.0 LEVELS OF PROMOTION IN THE REGISTRY

For promotion to Senior Membership grade in the Registry, an applicant must satisfy the criteria defined below for the various grades:

6.1 Promotion from Junior Assistant Registrar to Assistant Registrar and Analogous Ranks

An applicant should have the requisite qualification for an Assistant Registrar and should pass a confirmation interview, where applicable.

6.2 Promotion from Assistant Registrar to Senior Assistant Registrar and Analogous Ranks

Applicants seeking promotion to Senior Assistant Registrar grade must satisfy the requirements below:

- a) must have served as an Assistant Registrar for at least four (4) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in ‘proven ability to work’ and ‘average’ performance in two (2) other areas one (1) of which should be ‘promotion of profession’;
- c) two (2) external assessors’ reports on applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from Continuous Professional Development (CPD) programmes, training manuals, policy documents and publications; and
- d) must submit at least five (5) of such documents.

6.3 Promotion from Senior Assistant Registrar to Deputy Registrar and Analogous Ranks

Applicants seeking promotion to Deputy Registrar must satisfy the conditions below:

- a) must have served as Senior Assistant Registrar for at least five (5) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in all the assessable areas;
- c) two (2) external assessors’ reports on applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and
- d) must submit at least seven (7) of such documents.

7.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF FINANCE

For promotion to a senior member grade in the Directorate of Finance an applicant must satisfy the criteria defined at ‘7.1 to 7.3’:

7.1 Promotion from Assistant Accountant to Accountant

An applicant should have the requisite qualifications for an Accountant and should pass a confirmation interview where applicable.

7.2 Promotion from Accountant to Senior Accountant

An applicant seeking promotion to Senior Accountant must satisfy the requirements below:

- a) must have served as an Accountant for at least four (4) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in ‘proven ability to work’ and ‘average’ performance in two (2) other areas one (1) of which should be ‘promotion of profession’;
- c) two (2) external assessors’ reports on memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications; and
- d) must submit at least five (5) of such documents.

7.3 Promotion from Senior Accountant to Deputy Director of Finance

An applicant seeking promotion to the rank of a Deputy Director of Finance must satisfy the requirements below:

- a) must have served as a Senior Accountant for at least five (5) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in all the assessable areas;
- c) two (2) external assessors’ reports on applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and

d) must submit at least, seven (7) of such documents.

8.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF INTERNAL AUDIT

For promotion to a senior member grade in the Directorate of Internal Audit, applicants must satisfy the criteria defined at '8.1 - 8.3':

8.1 Promotion from Assistant Internal Auditor to Internal Auditor

An applicant should have the requisite qualification for an Internal Auditor and should pass a confirmation interview where applicable.

8.2 Promotion from Internal Auditor to Senior Internal Auditor

An applicant seeking promotion to Senior Internal Auditor must satisfy the requirements below:

- a) must have served as an Internal Auditor for at least four (4) years in the University or an analogous institution;
- b) achieved at least 'above average' performance in 'proven ability to work' and 'average' performance in two (2) other areas, one (1) of which should be 'promotion of profession';
- c) two (2) external assessors' reports on applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required; and
- d) must submit at least five (5) of such documents.

8.3 Promotion from Senior Internal Auditor to Deputy Director of Internal Audit

An applicant seeking promotion to Deputy Director of Internal Audit must satisfy the requirements below:

- a) must have served as Senior Internal Auditor for at least five (5) years in the University or an

analogous institution;

b) achieved at least, ‘above average’ performance in all the assessable areas;

c) two (2) external assessors’ reports on applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and

d) must submit at least seven (7) of such documents.

9.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF WORKS, PHYSICAL DEVELOPMENT, AND FACILITY MANAGEMENT

For promotion to a senior member grade in the Works and Physical Development Directorate, applicants must satisfy the criteria defined at ‘9.1 - 9.3’:

9.1 Promotion from Assistant Architect/Civil Engineer/Structural Engineer/Electrical Engineer/Mechanical Engineer/Quantity Surveyor/Geomatic Engineer/Mechanical Engineer to Architect/Civil Engineer /Structural Engineer /Electrical Engineer/Quantity Surveyor/Geomatic Engineer/Mechanical Engineer/Estates Officer

An applicant seeking promotion to Architect/Civil Engineer /Structural Engineer/Electrical Engineer/Quantity Surveyor/Geomatic Engineer/Estates Officer have the requisite qualification for the rank and should pass a confirmation interview where applicable.

9.2 Promotion from Architect/Civil Engineer/Structural Engineer/Electrical Engineer/ Quantity Surveyor/Geomatic Engineer/Mechanical Engineer to Senior Architect/Civil Engineer/Structural Engineer/Electrical Engineer/Quantity Surveyor/Geomatic Engineer/Mechanical Engineer/Estates Officer

An applicant seeking promotion to Senior Architect/Civil Engineer /Structural Engineer/Electrical Engineer/ Quantity Surveyor/Geomatic Engineer/Estates Officer must satisfy the requirements below:

- a) must have served as an Architect/Civil Engineer /Structural Engineer /Electrical Engineer/ Quantity Surveyor/Geomatic Engineer/Estates Officer in the University for at least four (4) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in ‘proven ability to work’ and ‘average’ performance in two other areas one (1) of which should be ‘promotion of profession’;
- c) two (2) external assessors’ reports on applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required; and
- d) must submit at least five (5) of such documents.

9.3 Promotion from Senior Architect/Civil Engineer/Structural Engineer/Electrical Engineer/Quantity Surveyor/Geomatic Engineer/Mechanical Engineer/Estates Officer to Deputy Director of Works, Physical Development and Facility Management

An applicant seeking promotion to Deputy Director of Works, Physical Development and Facility Management must satisfy the requirements below:

- a) must have served as Senior Architect/Civil Engineer/Structural Engineer/Electrical Engineer/ Quantity Surveyor/Geomatic Engineer/Estate in the University for at least five (5) years in the University or an analogous institution;
- b) must have achieved at least, ‘above average’ performance in all the assessable areas;
- c) two (2) external assessors’ reports on applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and
- d) must submit at least seven (7) of such documents.

10.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF UNIVERSITY HEALTH SERVICES

Clinical Services

For promotion in the Senior Member grades in the Clinical Services, an applicant must satisfy the criteria defined at '10.1-10.8'.

10.1 Promotion from Medical/Dental/Optomerty Officer to Senior Medical /Dental/ Optometry Officer

An applicant seeking promotion to Senior Medical /Dental/ Optometry Officer must satisfy the requirements below:

- a) must have served as Medical Officer or equivalent for at least four (4) years in the University or an analogous institution.
- b) must have achieved at least 'above-average' performance in 'proven ability to work' and two (2) other areas in the criteria for assessment, one (1) of which should be 'promotion of profession'.
- c) two (2) external assessors' reports on an applicant's memoranda, reports, papers including papers presented at and reports from CPDs, publications shall be required.
- d) must submit at least five (5) of such documents.

10.2 Promotion from Senior Medical/Dental/Optomerty Officer to Deputy Director of Health Services

An applicant seeking promotion to Deputy Director of Health Services must satisfy the requirements below:

- a) must have served as a Senior Medical/Dental/Optomerty Officer for at least five (5) years in the University or an analogous institution.
- b) must have achieved at least 'above-average' performance in all assessable areas.
- c) two (2) external assessors' reports on an applicant's memoranda, reports, papers, including papers presented at and reports from CPDs and publications shall be required.
- d) submit at least seven (7) papers/reports/memoranda as evidence of contribution to health care

delivery.

Pharmaceutical Services

10.3 Promotion from Pharmacist to Senior Pharmacist

An applicant seeking promotion to Senior Pharmacist must satisfy the requirements below:

- a) must have served as Pharmacist for at least four (4) years in the University or an analogous institution.
- b) must have achieved at least ‘above-average’ performance in ‘proven ability to work’ and two (2) other areas in the criteria for assessment one (1) of which should be ‘promotion of profession’.
- c) two (2) external assessors’ reports on an applicant’s memoranda, reports, papers, including papers presented at and reports from CPDs and publications shall be required.
- d) submit at least five (5) papers/reports/memoranda and publications as evidence of contribution to health care delivery.

10.4 Promotion from Senior Pharmacist to Deputy Director of Pharmaceutical Services

An applicant seeking promotion to Deputy Director of Pharmaceutical Services must satisfy the requirements below:

- a) must have a postgraduate qualification in Pharmacy or a Pharmacy related Master’s degree from a recognised University and must have registered with the Ghana Pharmacy Council.
- b) must have served as Senior Pharmacist for at least five (5) years in the University or an analogous institution
- c) must have achieved at least above-average performance in all assessable areas.
- d) two (2) external assessors’ reports on an applicant’s memoranda, reports, papers, including papers presented at and reports from CPDs and publications shall be required.
- e) submit at least seven (7) papers/reports/memoranda and publications as evidence of contribution to health care delivery.

Medical Diagnostic Services

10.5 Promotion from Medical Diagnostic Scientist to Senior Medical Diagnostic Scientist

An applicant seeking promotion to Senior Medical Diagnostic Scientist must satisfy the requirements below:

- a) must have a specialist degree in Diagnostics/Diagnostics-related discipline and a Master's Degree in Diagnostics-related discipline, or Doctor of Medical Laboratory Science (MLSD) and must be on the permanent register of the Allied Health Professions Council of Ghana.
- b) must have served as a Medical Diagnostic Scientist for at least four (4) years in the University or an analogous institution.
- c) must have achieved at least 'above-average' performance in 'proven ability to work' and two (2) other areas in the criteria for assessment one (1) of which should be 'promotion of profession'.
- d) submit at least five (5) papers/reports/memoranda and publications as evidence of contribution to health care delivery.
- e) two (2) external assessors' reports on an applicant's memoranda, reports, and papers, including papers presented at CPDs and publications shall be required.

10.6 Promotion from Senior Medical Diagnostic Scientist to Deputy Director of Medical Diagnostic Services

An applicant seeking promotion to Deputy Director of Medical Diagnostic Service must satisfy the requirements below:

- a) must have a specialist degree in Diagnostics/Diagnostics-related discipline and a Master's Degree in Diagnostics-related discipline, or Doctor of Medical Laboratory Science (MLSD) and must be on the permanent register of the Allied Health Professions Council of Ghana.

- b) must have served as a Senior Medical Diagnostic Scientist for at least five (5) years in the University or an analogous institution.
- c) must have achieved at least ‘above-average’ performance in ‘proven ability to work’ and two (2) other areas in the criteria for assessment one (1) of which should be ‘promotion of profession’.
- d) submit at least seven (7) papers/reports/memoranda and publications as evidence of contribution to health care delivery.
- e) two (2) external assessors’ reports on an applicant’s memoranda, reports, and papers, including papers presented at CPDs and publications shall be required.

Nursing Services

10.7 Promotion from Nursing Officer/Dietetics/Nutritionist/Clinical

Psychologist/Physiotherapist/Physician to Senior Nursing Officer/ Dietetics/Nutritionist/Clinical

Psychologist/Physiotherapist/Physician

An applicant seeking promotion to Senior Nursing Officer/ Dietetics/Nutritionist/Clinical

Psychologist/Physiotherapist/Physician must satisfy the requirements below:

- a) must have served as a Nursing Officer for at least four (4) years in the University or an analogous institution.
- b) must have achieved at least ‘above-average’ performance in ‘proven ability to work’ and two (2) other areas in the criteria for assessment one (1) of which should be ‘promotion of profession’.
- c) submit at least five (5) papers/reports/memoranda and publications as evidence of contribution to health care delivery.
- d) two (2) external assessors’ reports on an applicant’s memoranda, reports, and papers, including papers presented at CPDs and publications shall be required.

10.8 Promotion from Senior Nursing Officer/ Dietetics/Nutritionist/Clinical

Psychologist/Physiotherapist/Physician to Deputy Director Nursing and analogous grade

An applicant seeking promotion to Deputy Director of Nursing and analogous grade must satisfy the requirements below:

a) must have served as a Senior Nursing Officer/ Dietetics/Nutritionist/Clinical

Psychologist/Physiotherapist/Physician for at least five (5) years in the University or an analogous institution.

b) must have achieved at least ‘above-average’ performance in ‘proven ability to work’ and two (2) other areas in the criteria for assessment one (1) of which should be ‘promotion of profession’.

c) submit at least seven (7) papers/reports/memoranda and publications as evidence of contribution to health care delivery.

d) two (2) external assessors’ reports on an applicant’s memoranda, reports, and papers, including papers presented at CPDs and publications shall be required.

11.0 LEVELS OF PROMOTION IN THE DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

For promotion to a Senior Member grade in the Information and Communication Technology (ICT) Services Directorate, an applicant must satisfy the criteria defined at ‘11.1 – 11.3’:

11.1 Promotion from Assistant Information and Communication Technology (ICT) Officer to Information and Communication Technology (ICT) Officer

An applicant seeking promotion to an ICT Officer grade must have the requisite qualification for an ICT Officer and should pass a confirmation interview, where applicable.

11.2 Promotion from Information and Communication Technology (ICT) Officer to Senior

Information and Communication Technology (ICT) Officer

An applicant seeking promotion to Senior ICT Officer grade must satisfy the requirements below:

- a) must have served as an ICT Officer in the University for at least four (4) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in ‘proven ability to work’ and ‘average’ performance in two (2) other areas one (1) of which should be ‘promotion of profession’;
- c) two (2) external assessors’ reports on an applicant’s memoranda, reports, papers, including papers presented at and reports from CPDs, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required;
- d) submit at least five (5) of such documents.

11.3 Promotion from Senior Assistant Information and Communication Technology (ICT) Officer to Deputy Information and Communication Technology (ICT) Services

An applicant seeking promotion to Deputy Director Information and Communication Technology (ICT) Officer must satisfy the requirements below:

- a) must have served as a Senior ICT Officer in the University for at least five (5) years in the University or an analogous institution;
- b) must have achieved at least ‘above average’ performance in all the assessable areas.
- c) two (2) external assessors’ reports on an applicant’s development of software with user manual/guide, memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and
- d) must submit at least seven (7) of such documents.

12.0 PLANNING OFFICE

For promotion to a senior member grade in the Planning Office, an applicant must satisfy the criteria defined at '12.1-12.3'.

12.1 Promotion from Junior Assistant Planning Officer to Assistant Planning Officer

An applicant seeking promotion to an Assistant Planning Officer grade must have the requisite qualification and should pass a confirmation interview, where applicable.

12.2 Promotion from Assistant Planning Officer to Senior Assistant Planning Officer

An applicant seeking promotion to a Senior Assistant Planning Officer grade must satisfy the requirements below:

- a) must have served as an Assistant Planning Officer in the University for at least four (4) years in the University or an analogous institution;
- b) must have achieved at least, 'above average' performance in 'proven ability to work' and 'average' performance in two (2) other areas one (1) of which should be 'promotion of profession';
- c) two (2) external assessors' reports on an applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required;
- d) submit at least five (5) of such documents.

12.3 Promotion from Senior Assistant Planning Officer to Deputy Planning Officer

An applicant seeking promotion to a Deputy Planning Officer grade must satisfy the requirements below:

- a. must have served as a Senior Assistant Planning Officer in the University for at least five (5) years in the University or an analogous institution;
- b. must have achieved at least, ‘above average’ performance in all the assessable areas;
- c. two (2) external assessors’ reports on an applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required;
- d. submit at least seven (7) of such documents.

13.0 DIRECTORATE OF SPORTS

For promotion to a Senior Membership grade in the Directorate of Sports, applicants must satisfy the criteria defined at ‘13.1-13.3’.

13.1 Promotion from Sports Coach to Senior Sports Coach

An applicant seeking promotion to Procurement Officer grade must have the requisite qualification and should pass a confirmation interview, where applicable

13.2 Promotion from Senior Sports Coach to Principal Sports Coach

An applicant seeking promotion to a Principal Sports Coach grade must satisfy the requirements below:

- a. must have served as a Senior Sports Coach in the University for at least four (4) years in the University or an analogous institution;
- b. must have achieved at least, ‘above average’ performance in ‘proven ability to work’ and ‘average’ performance in two (2) other areas one (1) of which should be ‘promotion of profession’;
- c. two (2) external assessors’ reports on applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required;
- d. must submit at least five (5) of such documents.

14.3 Promotion from Principal Sports Coach to Deputy Director of Sports

An applicant seeking promotion to Deputy Director of Sports grade must satisfy the requirements below:

- a) must have served as a Principal Sports Coach in the University for at least five (5) years in the University or an analogous institution;
- b) must have achieved at least, 'above average' performance in all the assessable areas;
- c) two (2) external assessors' reports on applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and
- d) must submit at least seven (7) of such documents.

14.0 DIRECTORATE OF PROCUREMENT

For promotion to a senior member grade in the Directorate of Procurement, applicants must satisfy the criteria defined at '14.1-14.3'.

14.1 Promotion from Assistant Procurement Officer to Procurement Officer

An applicant seeking promotion to Procurement Officer grade must have the requisite qualification and should pass a confirmation interview, where applicable

14.2 Promotion from Procurement Officer to Senior Procurement Officer

An applicant seeking promotion to a Senior Procurement Officer grade must satisfy the requirements below:

- a) must have served as a Procurement Officer in the University for at least four (4) years in the University or an analogous institution;
- b) must have achieved at least, 'above average' performance in 'proven ability to work' and 'average' performance in two (2) other areas one (1) of which should be 'promotion of profession';

c) two (2) external assessors' reports on applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required;

d) must submit at least five (5) of such documents.

14.3 Promotion from Senior Procurement Officer to Deputy Director of Procurement

An applicant seeking promotion to a Deputy Director of Procurement grade must satisfy the requirements below:

a) must have served as a Senior Procurement Officer in the University for at least five (5) years in the University or an analogous institution;

b) must have achieved at least, 'above average' performance in all the assessable areas;

c) two (2) external assessors' reports on applicant's memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and

d) must submit at least seven (7) of such documents.

15.0 LEGAL SERVICES OFFICE

For promotion to a senior member grade in the Legal Services, applicants must satisfy the criteria defined at '15.1-15.3'.

15.1 Promotion from Assistant Legal Officer to Legal Officer

An applicant seeking promotion to Legal Officer grade must have the requisite qualification and should pass a confirmation interview, where applicable

15.2 Promotion from Legal Officer to Senior Legal Officer

An applicant seeking promotion to a Senior Legal Officer grade must satisfy the requirements below:

e) must have served as a Legal Officer in the University for at least four (4) years in the University or an analogous institution;

f) must have achieved at least, ‘above average’ performance in ‘proven ability to work’ and ‘average’ performance in two (2) other areas one (1) of which should be ‘promotion of profession’;

g) two (2) external assessors’ reports on the applicant’s memoranda, reports, papers, books, proposals, and position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications, will be required;

h) must submit at least five (5) of such documents.

15.3 Promotion from Senior Legal Officer to Deputy Director of Legal Services

An applicant seeking promotion to a Deputy Director of Legal Services grade must satisfy the requirements below:

e) must have served as a Senior Legal Officer in the University for at least five (5) years in the University or an analogous institution;

f) must have achieved at least, ‘above average’ performance in all the assessable areas;

g) two (2) external assessors’ reports on the applicant’s memoranda, reports, papers, books, proposals, position papers, including papers presented at and reports from CPDs, training manuals, policy documents and publications shall be required; and

h) must submit at least seven (7) of such documents.

F7. CONFIRMATION OF APPOINTMENT AFTER PERIOD OF PROBATION

1. The duration of probation periods for the various categories of staff in the University shall be determined by the Appointments and Promotions Board/Committee in accordance with the Unified Conditions of Service for Unionised Staff of the Public Universities of Ghana and the

Conditions of Service of Senior Members of the Public Universities of Ghana.

2. A member of staff whose probation period is coming to an end shall be notified in writing by the Director of Human Resource, through the Head of Department, six (6) months in advance to provide updated curriculum vitae to his/her Dean/Registrar through the Head of Department/Section.
3. Without prejudice to '2' above, if a member of staff has not been notified in writing by the Director of Human Resource, three (3) months into the expiration of his/her probation period, he/she may notify the Registrar in writing with an updated curriculum vitae, through the Head of Department.
4. Updated curriculum vitae from the staff and comments by the Head of Department shall be reviewed by the Faculty/Administrative Appointments and Promotions Committee in order to make recommendations which shall serve as the basis of the decision of the University's Appointments and Promotions Board/Committee.

F8. RENEWAL OF CONTRACT

1. A member of staff whose contract is coming to an end shall be notified in writing by the Director of Human Resource, through the Head of Department six (6) months in advance to provide updated curriculum vitae to his/her Dean/Registrar through the Head of Department/Section.
2. Subject to '1' above, a member of staff whose contract is coming to an end may notify the Registrar in writing with an updated curriculum vitae, six (6) months in advance through the Head of Department to have his/her contract renewed.
3. Updated curriculum vitae from the staff and comments by the Head of Department shall be reviewed by the Faculty/Administrative Appointments and Promotions Committee in order to make recommendations which shall serve as the basis of the decision of the University's Appointments and Promotions Board/Committee.

F9. POST-RETIREMENT CONTRACT APPOINTMENT

1. The Vice-Chancellor shall on the recommendations of the Appointments and Promotions Board engage a qualified Senior Member on a Post-retirement contract.
2. Post-retirement contract shall be subject to the approval of the Ghana Tertiary Education Commission
3. The Faculty Appointments and Promotions Committee shall make recommendations to the ViceChancellor for engagement of a qualified Senior Member on a Post-retirement contract.
4. Post-retirement contract appointments shall satisfy the following requirements:
 - a) guidelines on post-retirement contract in the public universities;
 - b) evidence of Departmental needs;
 - c) approved teaching load;
 - d) graduate teaching and graduate thesis supervision;
 - e) research and development activities;
 - f) mentorship programme for young Faculty/Staff; and
 - g) medical certification.

SCHEDULE G

GENERAL REGULATIONS GOVERNING HALLS OF RESIDENCE

1. *Establishment*

There shall be established in the University, Halls of Residence bearing such names as the University may from time to time, determine.

2. *Membership*

Membership of each Hall shall comprise all Junior Members affiliated to the Hall by the University.

3. *Hall Fellows*

The Vice-Chancellor may appoint to each Hall, Senior Members of at least Senior Lecturer rank, who

may be designated as Hall Fellows.

4. Management of Halls

There may be appointed a Hall Master/Warden/Manager who shall be responsible, subject to this Statutes and Regulations of the University, for all matters concerning the day-to-day administration and management of the Hall. He/she shall be assisted by a Hall Council which shall regulate affairs of the Hall.

5. *Hall Council*

There shall be a Hall Council which shall have oversight responsibility over the activities of hall management and JCRC.

5.1 Composition

- a) Dean/Vice Dean of Students Affairs
- b) Hall Master/Warden/Manager
- c) Vice Hall Master/Warden/Manager
- d) Five Hall Fellows
- e) Hall President
- f) Hall Treasurer
- g) One representative of the SRC
- h) Two (2) students elected by members of the hall
- i) Hall Secretary

5.2 Functions

1. The Hall Council shall be responsible for all matters concerning the smooth administration of the Hall and the general welfare of the students.
2. The Hall Council shall approve Junior Common Room Committee (JCRC) budget and monitor its administration.
3. It shall also approve the budget prepared by the Hall Management from the Residential Facility

User Fee (RFUF) and sources other than JCRC budget.

5.3 Quorum

Half the total membership, including the Dean of Student Affairs or Vice-Dean, the Hall

Master/Warden/Manager or a Hall Fellow and the Hall President or the Secretary.

5.4 Meetings

The Hall Council shall meet twice every semester. Special meetings shall be called as and when necessary.

6. Junior Common Room Council (JCRC)

Subject to the Regulations stated above and the Constitution of the Hall, there shall be established a Junior Common Room Council to be elected by the Junior Members of the Hall.

7. Hall Accounts

a) All Hall accounts shall be operated in accordance with the University Financial and Stores Regulations.

b) There shall be three (3) signatories to JCRC Accounts, namely:

i. Hall Master/Warden/Manager

ii. Dean/Vice Dean of Student Affairs

iii. Hall President or Hall Financial Secretary or Hall Treasurer.

c) The Head of Internal Audit shall audit Hall accounts annually and submit a report to the ViceChancellor, copied to the Hall Council.