

BOLGATANGA TECHNICAL UNIVERSITY



APPOINTMENTS AND PROMOTIONS POLICY

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1.0 INTRODUCTION

The purpose of this policy is for the Appointments and Promotions of Teaching and Non-Teaching Senior Members of Bolgatanga Technical University (The University) to be in tune with the Scheme of Service of the Technical Universities.

This policy is to ensure that appointments and promotions are based on transparency, fairness, consistency and merit, with the principles of equal opportunity without regard to sex, ethnicity, age, disability, cultural background, race, religion, and membership of trade union or by nature of contract of engagement.

The Statutes of the University provide some procedures for appointment and promotion of Staff; however, this policy will streamline appointments and promotions within the University. There shall be a University Appointments and Promotions Board whose composition and functions shall be as prescribed in the Statutes of the University.

2.0 Criteria for Appointments and Promotions of Senior Members (Teaching Staff)

The criteria for appointments and promotions of senior members who are teaching staff shall be as prescribed below:

2.1. Areas of Assessment for Appointments and Promotions of Senior Members (Teaching Staff)

Appointments and promotions of Senior Members (Teaching) shall be as follows:

2.1.1 Areas of Assessment for Appointments

The applicant for appointment shall be assessed on:

- i. Qualification
- ii. Experience
- iii. Appearance
- iv. General Knowledge
- v. Reliability
- vi. Background
- vii. Aptitude.

At every level of assessment, the following will be checked:

- i. Quality and impact of research output
- ii. Satisfactory promotion of scholarly work
- iii. Qualitative contribution to discipline/profession
- iv. Quality and effectiveness of teaching and contribution to all aspects of teaching and learning
- v. Demonstrated leadership in discipline/profession and community.

2.1.2 Areas of Assessment for Promotion

Subject to the provisions dealing with basic qualifications, Senior Members applying for promotion will be evaluated based on:

- i. Teaching
- ii. Research and Scholarly Works
- iii. Community Service
- iv. Professional Activities

Other factors that may be considered include:

- a. the recommendations of the Faculty Appointments and Promotions Review Committee,
- b. applicant's formal qualifications,
- c. summary of annual reports dating to last appointment or promotion, and
- d. summary of student assessments in the last five years (if holding teaching appointment).

2.1.2.1 Teaching

- a. Where teaching is the primary and core duty of a senior member, the candidate for promotion shall be required to demonstrate an ability to teach effectively in addition to his/her other responsibilities.
- b. The Appointing Authority is required to consider the following factors and criteria in the evaluation of teaching performance:
 - i. Completion of syllabus on schedule.
 - ii. Lecture/Teaching load.
 - iii. Conduct of Quizzes, Assignments etc.
 - iv. Attendance and Punctuality to Lectures
 - v. Attendance and Punctuality to Departmental Meetings
 - vi. Preparation of lecture materials (lecture notes, handouts, PowerPoint slides etc.).
 - vii. Promptness in Submitting Examination Questions, Marked scripts and Results.
 - viii. Provision of learning experience for students (practical, field trip etc.).
 - ix. External Examiners'/Moderator's Evaluation of the Lecturer's Work on examinations.
 - x. Maintenance of Attendance and Continuous Assessment Records of Students.
 - xi. Supervision of project works and theses of students.
 - xii. Students' assessment of applicant's teaching and supervision.
- c. The Academic Board shall develop appropriate weights to be attached to each of the above criteria subject to the approval of Council and without prejudice to the statutes for the benefit of Council, the Appointments and Promotions Boards and Faculty Appointments and Promotion Review Committees.

2.1.2.2 Research and Scholarly Contribution

- a. For purposes of appointment and promotion of Senior Members, the appointing authority shall take account of research and creative scholarship of demonstrable quality. Evidence of research and scholarship should be based upon the senior member's published research in refereed journals, conference proceedings, monographs, technical reports or an original professional work such as architectural or engineering designs, computer software or film or drama productions or other creative works.
- b. In the evaluation of a candidate's research and scholarly contribution the following types of research shall be recognised:

- i. *Independent Research*: This should be based upon the candidate's own interests and needs;
 - ii. *University Sponsored Research*: This is research based on specific areas of interest of the University and may be funded with research grants and or released time of the senior member in question. The research may be either basic or applied;
 - iii. *Contract Research*: This is research based upon the needs and interests of an external client who funds the research in return for access to the results; the client usually identifies the problem while the task of the researcher is solely to provide the solution and deliver the results on schedule and within the time frame set by the contract. The contract would often have a confidentiality clause and may also restrict publication of the results of the research. However, such result should be considered of high value to the University.
 - iv. *Published Text and Reference Books*: This is research aimed at publishing textbooks and reference materials and includes translation of specialised scientific and scholarly works, reviews of rare books and published research by scientific societies approved by the Academic Board;
 - v. *Inventions and Novelties*: This research consists mainly of scientific inventions or new discoveries which have been patented by the researcher or the University with recognised patent agencies in any part of the world.
- c. The appointing authority shall also consider the following in the evaluation of a senior member's research and scholarly accomplishments:
- i. Contributions in the area of coordination of knowledge such as survey articles and book reviews;
 - ii. Service on editorial boards of scholarly journals;
 - iii. Membership of technical committees of international or national conferences or symposia;
 - iv. Technical reports authored;
 - v. Prizes and awards received for scholarly achievement; and
 - vi. Consultancy work.
- d. For purposes of this section, publication shall be relevant to the applicant's field and published in:
- i. internationally recognised refereed journals (local and external);
 - ii. refereed proceedings in internationally recognised conferences and specialised symposia accepted by the University;
 - iii. Refereed, published or accepted-for-publication technical reports from specialised research centres or other internationally recognised research and policy institutions;
 - iv. Refereed textbooks and reference books;
 - v. Refereed authentication review of rare books;
 - vi. Refereed translation of specialised scientific books and other scholarly works;
 - vii. Refereed books and research reports published by scientific societies approved by the Academic Board;
 - viii. Inventions and novelties that have patents from recognised patent agencies and
 - ix. Distinguished creative activities in accordance with criteria approved by the Academic Board.
- e. In the evaluation of books, articles, technical reports, inventions and novelties, and other scholarly works accepted under this Schedule as publication, the key ingredient should be

significance not volume. The evaluator can determine the significance of a publication by examining the quality of the journals in which it is published, the use to which other researchers have made of it or by requesting testimony from distinguished scholars or authors in the candidate's field of research.

2.1.2.3 University and Community Service

This refers to activities other than teaching or promotion of knowledge formally assigned to staff at Department, Faculty, or University level. Examples of such acceptable services are:

a. Service to the University

The following shall constitute service to the University:

- i. Vice Chancellor
- ii. Pro-Vice Chancellor
- iii. Librarian/Deputy Librarian
- iv. Deans/Directors of School/Institute
- v. Vice Deans/Deputy Directors
- vi. Head of Department
- vii. Hall Tutor/Master
- viii. Head of Section
- ix. Co-ordinator/Supervisor of Industrial Attachment/Counsellor
- x. Academic Tutor
- xi. Member of Boards and Committees of the University
- xii. Academic Counsellor
- xiii. Executive Members of Registered workers' organization/Trades Union/Staff Welfare Association, and
- xiv. Securing a Grant.

b. Contribution to Industry

- i. Contribution towards strengthening the relationship between the University and industry.
- ii. Creative work in relevant field.

c. Service to Community

This refers to activities in which the applicant has used his knowledge and expertise in his field of specialisation for the benefit of the local, national and international communities.

Examples of such acceptable services are:

- i. Membership of National and International Boards, Committees and Organisations.
- ii. Membership of Editorial Boards of reputable journals
- iii. External Examiner or Moderator
- iv. External Assessor for Promotion of research/academic Staff
- v. Extension work/workshops
- vi. Technical and consultancy work (evidenced by reports)
- vii. Reviewer of internationally recognised refereed Journal Articles.
- viii. Supervisor of Postgraduate Thesis/Dissertation.

2.1.2.4 Professional Activities

The professional activities of a senior member shall be recognised in the evaluation of their applications for appointment and or promotion. In particular, account shall be taken of the

candidate's contribution to the development of his profession through those activities where appropriate.

2.2. Documentation Required for Appointments and Promotions

- I. The documentation to be reviewed by the University Appointments and Promotions Board for first appointment shall include:
 - a. Completed Application forms;
 - b. Curriculum Vitae;
 - c. Copies of Certificates (with originals to be presented at interview)
 - d. Relevant minutes of Faculty Appointments and Promotions Review Committee
 - e. Two (2) interactive reports (one on applicant's demonstration in teaching or seminar and one from the Dean of Faculty);
 - f. Three (3) external assessors' reports for candidates seeking appointment to the grade of Senior Lecturer; and
 - g. Three (3) external assessors' reports for Professorial rank.

- II. For promotion to Senior Lecturer or Associate Professor or Professor and equivalent, to be reviewed by the University Appointments Board shall include:
 - a. Completed Application forms;
 - b. Updated Curriculum Vitae;
 - c. Relevant minutes of Faculty Appointments and Promotions Review Committee;
 - d. Summary of annual reports on staff member dating back to last appointment or promotion;
 - e. Summary of students' assessment of candidate dating back five (5) years if available; and
 - f. Three (3) external assessors' reports.
- III. Appointment or promotion shall be made to a named department or departments in a named discipline or profession and in the broad subject area rather than to sub-area of specialisation.
- IV. Proceedings of the Faculty Appointments and Promotions Review Committee and Appointments and Promotions Board shall be kept in the form of, (a) minutes of general policy matters; and (b) minutes of individual appointments.
- V. The minutes of the Appointments and Promotions Board shall be provided to the members of the Board.
- VI. Minutes on general policy matters shall be circulated to the Deans and Directors, Heads of Department and other members of the Academic Board.
- VII. Minutes on individual appointments or promotion shall be circulated to Heads of Department and Deans or Directors of the Faculties, Schools or Institutes concerned.
- VIII. Minutes covering the proceedings of the Appointments and Promotions Board shall be deposited at the University Library/Archive.
- IX. The minutes on individual appointments or promotions shall be kept under security so that access to them shall require the written permission of the Vice Chancellor. The documents in the appointments or promotions process and the discussions at the Appointments and Promotions Board shall be confidential.
- X. The Registrar shall communicate the decision of the Appointments and Promotions Board to the applicant two weeks, and in the case of appointments and promotions requiring prior approval by the University Council, within two (2) weeks after the approval.

3.0 Eligibility for Appointments

Applicant shall be assessed based on capacity or potential for:

- i. Teaching;
- ii. Research and Scholarly works;
- iii. Innovation works, etc;
- iv. University, Departmental and Public Service; and
- v. Professional Activities.

Other factors that may be considered include:

- i. the recommendations of the Faculty or Registry Appointments and Promotions Review Committee;
- ii. applicant's formal qualifications;
- iii. summary of annual reports dating to last appointment or promotion; and
- iv. summary of student assessments in the last (5) five years (if holding teaching appointment).

3.1 Procedure and Criteria for Appointments and Promotions

3.1.1. Vacancies

1. Vacancies shall be announced by internal and/or external advertisement as appropriate.
2. The vacancies may be filled through:
 - i. secondment from other universities under a scheme of staff exchange;
 - ii. technical assistance between the University and another agency;
 - iii. a recommendation to the Vice Chancellor by the Dean in consultation with the Head of Department, as appropriate; or
 - iv. application by individuals on their own initiative.
3. Notwithstanding subsection (1), a Senior Member of the University may apply for promotion as prescribed by the University criteria for Appointments and Promotions.

3.2. Submission of Application

- i. Applications indicating the position sought and the area or discipline concerned on appropriate University application form shall be submitted to the Office of the Registrar who shall refer the application to the appropriate Head of Department for comments with copy of the forwarding letter to the Dean within seven (7) days upon receipt of a complete application document(s).
- ii. The Head of Department shall forward the application within fourteen (14) days of receipt to the Dean of Faculty.
- iii. The Dean of Faculty shall, on receipt of the application dossier from the Head of Department, with comments and recommendations, shall refer the application to the Faculty Appointments and Promotions Review Committee.
- iv. The Faculty Appointments and Promotion Review Committee shall consider the application and submit a comprehensive report with its recommendations to the Chairman of the University Appointments and Promotions Board through the Registrar.
- v. In the case of an application for promotion, where the Registrar considers that the application is complete, the effective date of promotion shall be the date on which the papers and any other documents submitted for assessment are received by the Office of the Registrar.

- vi. The effective date of all appointments and promotions shall be confirmed in the minutes of the Faculty Appointments and Promotions Review Committee and the University Appointments and Promotions Board.

3.3. Faculty/School Appointments and Promotions Review Committee

- i. There shall be a Faculty/School Appointments and Promotions Review Committee appointed by the Faculty Board for a two-year term with the Dean as the Chairperson.
- ii. Inter-Faculty Appointments and Promotions Review Committees maybe constituted where necessary.
- iii. The Faculty Appointments and Promotions Review Committee shall comprise confirmed staff, and where possible, it shall include a majority of professors including a professor from a cognate Faculty appointed by the Board of Faculty, and a representative each from the grades of Lecturers and Senior Lecturers.
- iv. The Committee may co-opt others as appropriate to assist in its work.
- v. The Faculty Appointments and Promotions Review Committee shall meet at least twice a semester.
- vi. On receipt of an application the Dean shall refer it to the Faculty Appointments and Promotions Review Committee for consideration.
- vii. The review process shall include a report from the Head of Department on an interactive assessment of the applicant.
- viii. the Faculty Appointments and Promotions Review Committee shall not withhold any application.
- ix. The Committee shall consider the applications for appointments and promotions and shall forward each application dossier with its comments and recommendations to the Chairman of the University Appointments and Promotions Board.

3.4. Handling of Application at the Dean's Office

- i. Following consideration by the Faculty Appointments and Promotions Review Committee, the Dean shall, in consultation with the Head of Department, nominate internal assessors to undertake an assessment of an applicant's work.
- ii. The Dean shall request each assessor to comment on each publication submitted for assessment, stating its contribution to the candidate's field and the candidate's academic standing in accordance with the University's grading or weighting system.
- iii. The request for an assessment shall be accompanied by:
 - a. copy of the application including the curriculum vitae;
 - b. copies of publications and any other exhibits of the applicant's work; and
 - c. the criteria for appointment or promotion.
- iv. No assessment shall be made by the Head of Department on the applicant's publications.
- v. For promotion from lecturer to senior lecturer, assessment of publications shall normally be outside the University by three (3) external assessors selected by the Vice Chancellor.
- vi. An external assessor is a person of standing in the applicant's field, normally of the status of professor or equivalent but not employed by or in any way currently connected with the University.
- vii. The assessor should not, however, have been associated with the applicant's formal studies at the graduate or professional level, nor should the assessor have been a collaborator.
- viii. All correspondence between the Dean and the assessor shall be copied to the Registrar.

- ix. Whether an applicant fails or passes, the Dean and Head of Department shall provide the applicant with information in writing on the strengths and weaknesses of the application.

3.5. Handling Applications in the Registrar's Office

- i. The Registrar shall maintain a register of applications received in his/her office indicating the dates of receipt and shall bring the register to the attention of the Appointments and Promotions Board at least once a semester indicating the state of processing of each application.
- ii. When the processing of an application is completed, the Registrar on being satisfied that everything is in order, shall list the application for consideration by the Appointments Board, inviting the candidate for an interview where necessary.
- iii. In each case of an appointment or promotion the Registrar shall provide the Appointments Board with the:
 - a. approved departmental establishment, if applicable;
 - b. approved criteria for appointment or promotion;
 - c. reports of the Faculty/School Appointments and Promotions Committee;
 - d. reports of the external assessors; and
 - e. salary scale and the recommended entry point

3.6. Appointments and Promotions

3.6.1. Assistant Lecturer/Assistant Research Fellow

For appointment to the rank of Assistant Lecturer/Assistant Research Fellow, candidates must have attained the following:

- i. The Assistant Lecturer/Assistant Research Fellow position is a temporary one designed for prospective Lecturers;
- ii. An Assistant Lecturer must hold a relevant Research Master's degree. Such a candidate shall be appointed for a period of two (2) years and renewable for a further period of two (2) years only;
- iii. The appointment of the Assistant Lecturer may be terminated unless the candidate registers for and obtains a terminal degree to qualify for appointment as Lecturer within the above – mentioned period; and
- iv. The Assistant Lecturer/Research Fellow must go through the relevant Appointments and Promotions procedure.

3.6.2. Lecturer/Research Fellow

For appointment to the rank of Lecturer/Research Fellow, candidates must have attained the following:

- i. Applicant must hold a terminal degree (PhD) or its equivalent professional qualification in a relevant subject area;
- ii. Appointment to the position of Lecturer/Research Fellow shall be for a term of six (6) years and may be renewed for a second term based on satisfactory performance;
- iii. A Lecturer/Research Fellow's appointment may be renewed up to a maximum of two (2) terms, that is, a total of twelve (12) years upon which the appointment may be terminated, unless the applicant qualifies for promotion to Senior Lecturer position; and
- iv. Lecturers already in service with Researched Master's degree must upgrade by the end of the second term renewal.

3.6.3. Senior Lecturer/Senior Research Fellow

For promotion to the rank of Senior Lecturer/Senior Research Fellow, candidates must have attained the following:

- i. Applicant must have a terminal degree (PhD) or its equivalent;
- ii. Must have served satisfactorily as a Lecturer for a minimum of four (4) years;
- iii. Evidence of practical and applied scientific research and innovation shall be required;
- iv. Applicant shall demonstrate the capacity for continuous research and publication;
- v. Applicant must support his/her application with a minimum of six (6) publications in recognised reputable peer reviewed journals;
- vi. Applicants in the Research Fellow grade shall be required to present 50% more than the number of publications expected of those in the Lecturer grade;
- vii. In addition, evidence of practical research in research and innovation shall be considered. Original works and productions such as technical designs, scientific inventions and productions, creative and artworks supported with write-ups shall also be considered; and
- viii. The applicant shall be assessed by three (3) external assessors, two of which must be positive.

3.6.4. Associate Professor

For promotion to the grade of Associate Professor, candidates must have attained the following:

- i. Applicant must have a terminal degree (PhD) or its equivalent;
- ii. Must have served as a Senior lecturer for a minimum of four (4) years and shown evidence of outstanding performance in teaching, research and innovation in the candidate's subject area, as well as contribution to the intellectual reputation of the University;
- iii. Evidence of practical and applied scientific research and innovation shall be required;
- iv. Applicant shall demonstrate the capacity for continuous research and publication;
- v. Applicant must support his/her application with a minimum of ten (10) publications in recognised reputable peer reviewed journals after promotion to Senior Lecturer grade;
- vi. Applicants in the Senior Research Fellow grades shall be required to present 50% more than the number of publications expected of those in the Senior Lecturer grade;
- vii. Original works and productions such as technical designs, scientific inventions and productions, creative and artworks supported with write-ups shall also be considered; and
- viii. The applicant shall be assessed by three (3) external assessors, two of which must be positive.

3.6.5. Professor

For promotion to the grade of Professor, applicants must have attained the following:

- i. Appointment or promotion to the grade of Professor shall be on the basis of the candidate being nationally and internationally acknowledged as a teacher, scholar and innovator in the candidate's field with significant contribution to industrial innovations, as well as his/her contribution to the intellectual and professional reputation of the University;
- ii. Applicant must have a terminal degree (PhD) or its equivalent;
- iii. Must have served for at least three (3) years as an Associate Professor;
- iv. Evidence of practical and applied scientific research and industry-related innovation shall be required. Applicant shall demonstrate the capacity for continuous research and publication;

- v. Applicant shall present a minimum of ten (10) relevant publications in recognised reputable peer reviewed journals after promotion to Associate Professor grade;
- vi. Applicants in the Research Fellow grades shall be required to present 50% more than the number of publications expected of those in the Lecturer grade. Original works and productions such as technical designs, scientific inventions and productions, creative and artworks supported with write ups shall also be considered; and
- vii. The applicant shall be assessed by three (3) external assessors, two of which must be positive.

3.6.6. Visiting Faculty

- i. Appointments of visiting scholars shall be upon the commendation of the Head of Department.
- ii. The applications shall be reviewed by the Faculty Appointments and Promotions Sub-Committee which shall submit a recommendation including curriculum vitae to the University Appointments and Promotions Board.
- iii. Such appointment shall be for a period of one (1) year in the first instance and may be renewed for another one (1) year only.
- iv. In consultation with the Dean or Head of Department, the Vice-Chancellor may, in urgent cases, approve a temporary appointment for a period of up to one year, to which the designation “visiting faculty” shall apply.

3.6.7. Adjunct Appointments

- i. An Adjunct faculty is a person with expertise needed by the University who is qualified to provide specialised teaching services but who may otherwise be engaged elsewhere.
- ii. The person may apply on his/her own or may be invited by the department to apply.
- iii. The appointment shall be for a period to be determined by the Appointments and Promotions Board.
- iv. The Appointments and Promotions Board may recommend a person to the Council for an adjunct academic appointment.
- v. Subject to the foregoing the normal procedures for appointment for Senior Members shall apply to Adjunct appointments.

3.6.8. Emeritus Professorship

- i. The candidates for the position of Emeritus Professor shall be active in their field and within easy reach of the University.
- ii. The title of Emeritus Professor shall be conferred only on a full professor who has left the services of the University.
- iii. Nomination shall be considered by the Department, reviewed by the Faculty Board, recommended to the Appointments Board and approved by the Council.
- iv. A stipend is not attached to the position of Emeritus Professor, but the appointee shall have access to the University facilities such as the library and secretarial support and may assist the work of the Department for which the expenses of the Emeritus Professor shall be paid.

3.6.9. Honorary Appointments

- i. Honorary appointments (Emeritus) may be conferred on persons who have achieved distinction in their fields.

- ii. Nominations shall be reviewed by the Faculty Appointments and Promotions Review Committee which shall submit a recommendation including the nominee's curriculum vitae to the Appointments and Promotion Board.
- iii. Nominations for honorary professorships shall be subject to Council's approval.

3.7. Library Staff

3.7.1. Junior Assistant Librarian

For promotion to Junior Assistant Librarian, an applicant must among others:

- i. Possess a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable;
- ii. Must be a member of a relevant professional body in Ghana;
- iii. Be computer literate and be conversant with relevant library software applications;
- iv. Staff in this position shall be appointed for a period of three (3) years and renewable for additional period of two (2) years only; and
- v. The appointment of the Junior Assistant Librarian may be terminated unless the candidate is able to progress to the Assistant Librarian grade within the above stipulated mentioned period.

3.7.2. Assistant Librarian

For promotion to Assistant Librarian an applicant must among others:

- i. Possess a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable;
- ii. Must be a member of a relevant professional body in Ghana; and
- iii. Be computer literate and be conversant with relevant library software applications.

3.7.3. Senior Assistant Librarian

For promotion to Senior Assistant Librarian an applicant must among others:

- i. Possess a minimum of a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable.
- ii. He/she must have served as an Assistant Librarian in a University or comparable grade in a similar institution/organisation for at least six (6) years;
- iii. Hold membership of a Professional Body in librarianship/Information Science;
- iv. Supports his/her application with a minimum of four (4) cumulative publications published in recognised peer-reviewed journals after promotion as Assistant Librarian/ analogous grade. External assessors shall be required to evaluate applicant's publications and other relevant materials in line with the University's criteria for appointment and promotion; and
- v. Be computer literate and be conversant with library software.

3.7.4. Deputy Librarian

For promotion to Deputy Librarian an applicant must among others:

- i. Possess a minimum of a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable;
- ii. He /She must have served as a Senior Assistant Librarian in
- iii. University or comparable grade in a similar institution/ organisation for at least four (4) years;
- iv. Hold membership of a Professional Body in librarianship/ Information Science;

- v. Support his/her application with a minimum of ten (10) cumulative publications six (6) of which must have been published in recognised peer-reviewed journals after promotion to Senior Assistant Librarian/analogous grade. In addition, other evidence of research and innovation shall be considered. External assessors shall be required to evaluate applicant's publications and other relevant materials in line with the University's criteria for appointment and promotion; and
- vi. Be computer literate and be conversant with library software.

3.7.5. Librarian

- i. The vacancy shall be advertised. Appointment to the position of Librarian shall be through a competitive search and interview and as provided for in the Technical Universities Act 2016, (Act 922) as amended and the Guiding Statutes.
- ii. Possess a minimum of a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable.
- iii. He/she must have served as a Deputy Librarian in a University or comparable grade in a similar institution /organisation for at least four (4) years. Must be a scholar and a member of a Professional Body in librarianship/Information Science.

4.0 Appointment and Promotion Criteria for Senior Members (Non-Teaching)

4.1. Appointment Procedures

The following procedure will be followed in the appointment of members of staff:

- i. Open advertisement of vacancy in line with the Scheme of Service for Staff of Technical Universities.
- ii. Shortlisting of applicants by Heads of Department upon receipt of applications.
- iii. Verification of shortlisted applications by Faculty Appointments and Promotions Review Committee/ Administrative Staff Appointments and Promotions Committee (ASAPC).
- iv. Submission of shortlisted applications with written recommendations to the Registrar for onward submission to the University Appointments and Promotions Board (UAPB).
- v. Invitations for Interviews and interviews.
- vi. Selection of suitable candidates.
- vii. A formal offer of appointment shall be issued stating clearly the terms and conditions of the appointment.
- viii. Personal record files shall be created at the Human Resource Directorate for all new employees who shall be regularly updated.

4.2. Areas of Assessment for Promotion

4.2.1. General Requirement

- i. Individuals on their own initiative or at the invitation of the Heads of Department/Centre/Unit/Section may apply for promotion as provided for in the Scheme of Service.
- ii. Promotion shall normally proceed from one rank to the immediate next rank. For example, from Assistant Registrar to Senior Assistant Registrar and from Senior Assistant Registrar to Deputy Registrar. This progression applies to all analogous staff grades within the Senior Member (Non-Teaching) group.

- iii. Any Senior Member (Non-Teaching) of the University who qualifies for promotion may apply at any time to be promoted or appointed to the next rank for which he/she considers himself/herself qualified in accordance with the Appointments and Promotions Criteria.
- iv. An application letter together with an application form, curriculum vitae and other relevant documents, indicating the position sought and the area of discipline concerned shall be submitted to the University Appointments and Promotions Board through the Registrar who shall review it and refer it to the Registry Appointments and Promotions Review Committee.
- v. In the case of a staff who has less than one year to retirement age, his/her application for promotion may not be processed unless they were received at least six (6) months to retirement.
- vi. The Registrar shall, in consultation with the Head of Human Resource, refer each application supported by relevant documents for assessment to the Registry Appointments and Promotions Review Committee for further review, comments and recommendations within three weeks upon receipt of the application.

4.2.2. Basis for Assessment of Applications

The following shall form the basis for assessment of applications:

- i. Work Output and Professional Competence (Grasp of Administrative; Technical; Professional procedures and regulations as revealed in the applicant's report on work done)
- ii. Leadership Abilities
- iii. Relationship with Colleagues and other members of the Institution
- iv. General Contribution to the advancement of the work of the Institution
- v. Scope and Quality of Community Service
- vi. Exposure (scope of schedules held internal and external)

4.2.3. Assessment Criteria

Applications for promotion for the Administrative/Professional Senior Members shall be assessed as follows:

4.2.3.1. Internal Assessment (40 percent)

This shall be done by the Registrar in consultation with Head of Department; Immediate Supervisor or based on the dossier.

4.2.3.1.1. Assessable Areas

- i. Work Output and Competence = 20 marks
- ii. Community Service to Institution/External = 10 marks
- iii. Supervision/Leadership Ability = 5 marks
- iv. Conduct (Relationship with Superiors, Peers, and Subordinates, record of Good Conduct) = 5 marks

4.2.3.2. External Assessment (60 percent)

This shall be done by External Assessor based on CV, Self-Appraisal Report and Reports. The breakdown shall be as follows:

- a. Assistant Registrar to Senior Assistant Registrar (and equivalents)
 - i. Quality of Reports = 15 Marks

(That is, Content: Relevance to career or schedules held, Language, Formatting, Contribution to knowledge or advancement of administrative or professional area)

- ii. Scope of duties and familiarity with procedures = 12 Marks (Range of schedules held, knowledge of procedures, processes, systems as exhibited in the self-appraisal report and recommendations on applicant).
 - iii. Quality of Minutes/Technical Reports = 10 Marks
 - iv. Quality of Proposals/Action Memos=18 Marks
 - v. Quality of Regular Letters/Memos=5 Marks
- b. Senior Assistant Registrar to Deputy Registrar (and equivalents)
- i. Quality of Reports = 18 Marks
 - a. (That is, Content: Relevance to career or schedules held, Language, Formatting, Contribution to knowledge or advancement of administrative or professional area)
 - ii. Scope of duties and familiarity with procedures = 10 Marks (Range of schedules held, knowledge of procedures, processes, systems as exhibited in the self-appraisal report and recommendations on applicant).
 - iii. Quality of Minutes/Technical Reports = 7 Marks
 - iv. Quality of Proposals/Action Memos=20 Marks
 - v. Quality of Regular Letters/Memos=5 Marks

5.0 Registry

5.1 Junior Assistant Registrar

Applicant must hold at least a Master's degree preferably in Administration and Management related area.

5.2 Assistant Registrar

Applicant must hold at least a Master's degree preferably in Administration and Management related area. Applicant must have a minimum of two (2) year post qualification experience.

5.3 Senior Assistant Registrar

- i. The vacancy shall be advertised.
- ii. Applicant must hold at least a Master's degree preferably in Administration and Management related area.
- iii. Applicant must have served as Assistant Registrar in a University or comparable grade in a similar institution/organisation for at least four (4) years.
- iv. He/she shall demonstrate outstanding administrative and leadership abilities, proven by relevant working experience and written work, including Publications, Reports, and Memoranda for two (2) External Assessors' evaluation.

5.4 Deputy Registrar

The vacancy shall be advertised.

- i. Applicant must hold at least a Master's degree preferably in Administration and Management related area.
- ii. Applicant must have served as Senior Assistant Registrar in a University or comparable grade in a similar institution/organisation for at least four (4) years.

- iii. He /She shall demonstrate outstanding administrative and leadership abilities, proven by relevant working experience and written work, including Publications, Reports, and Memoranda for two (2) External Assessors' evaluation.

5.5 Registrar

- i. The vacancy shall be advertised.
- ii. Appointment to the position of Registrar shall be through a competitive search and interview and as provided for in the Technical Universities' Act 2016, Act 922 as amended and the Guiding Statutes.
- iii. Applicant must hold a minimum of Master's degree preferably in Administration and Management related area.
- iv. Must have served as a Deputy Registrar in a University or comparable grade in a similar institution/organisation for at least three (3) years.

6.0 Finance Directorate

6.1 Assistant Accountant

Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field.

6.2 Accountant

- i. Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field.
- ii. He/she must have served as an Assistant Accountant in a University or comparable grade in a similar institution/organisation for at least two (2) years.

6.3 Senior Accountant

- i. The vacancy shall be advertised.
- ii. Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field.
- iii. He /She must have served as an Accountant in a University or comparable grade in a similar institution/organisation for at least four (4) years.
- iv. In addition, applicants shall be required to support their application with papers (Reports, Minutes, Technical Reports, Action Memos, Regular Letters) for three (3) External Assessors' evaluation. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

6.4 Deputy Director of Finance

- i. The vacancy shall be advertised.
- ii. Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field.
- iii. He /She must have served as a Senior Accountant in a University or comparable grade in a similar institution/organisation for at least four (4) years.
- iv. In addition, applicants shall be required to support their application with papers (Reports, Minutes, Technical Reports, Action Memos, Regular Letters) for three (3) External Assessors' evaluation.
- v. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

6.5 Director of Finance

- i. The vacancy shall be advertised.
- ii. Appointment to the position of Director of Finance shall be through competitive interview and as provided for in the Technical Universities Act 2016, Act 922 as amended and in the Statutes.

- iii. Candidates must show clear evidence of ability to hold schedule(s) without supervision.
- iv. Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field. He/she must have served as a Deputy Director of Finance in a University or comparable grade in a similar institution/organisation for at least three (3) years.

7.0 Internal Audit Directorate

7.1 Junior Assistant Internal Auditor

Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field.

7.2 Assistant Internal Auditor

- i. Applicant must be a Chartered Accountant and hold a Master's degree in the relevant field.
- ii. He/she must have at least two (2) years post-professional accountancy/auditing experience.
- iii. Applicant must be computer literate and must be conversant with accounting/auditing application softwares.

7.3 Senior Assistant Internal Auditor

- i. The vacancy shall be advertised. Applicant must be a Chartered Accountant and hold a minimum of a Master's degree in the relevant field.
- ii. He/she must have served as an Assistant Internal Auditor in a University or comparable grade in a similar institution/organisation for at least four (4) years.
- iii. In addition, applicants shall be required to support their application with papers (Reports, Minutes, Technical Reports, Action Memos, Regular Letters) for three (3) External Assessors' evaluation.
- iv. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

7.4 Deputy Internal Auditor

- i. The vacancy shall be advertised. Applicant must be a Chartered Accountant and hold a minimum of a Master's degree in the relevant field.
- ii. He/she must have served as a Senior Assistant Internal Auditor in a University or comparable grade in a similar institution/organisation for at least four (4) years.
- iii. In addition, applicants shall be required to support their application with papers (Reports, Minutes, Technical Reports, Action Memos, Regular Letters) for three (3) External Assessors' evaluation.
- iv. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

7.5 Internal Auditor

- i. The vacancy shall be advertised.
- ii. Appointment to the position of Internal Auditor shall be through competitive search and interview and as provided for in the Technical Universities Act, 2016(Act 922) as amended and in the Statutes.
- iii. Candidates must show clear evidence of ability to hold schedule(s) without supervision.
- iv. Applicant must be a Chartered Accountant and hold a minimum of a Master's degree in the relevant field.
- v. He/she must have served as a Deputy Internal Auditor in a University or comparable grade in a similar institution/organisation for at least three (3) years.

8.0 Procurement Office

8.1. Junior Assistant Procurement Officer

- i. Applicant must hold a minimum of Master's degree in Procurement Management plus a Professional Qualification in Procurement.
- ii. Applicant must be computer literate and be abreast with relevant software applications.

8.2. Assistant Procurement Officer

- i. The vacancy shall be advertised
- ii. Applicant must hold a minimum of Master's degree in Procurement Management plus a Professional Qualification in Procurement. Applicant must have at least two (2) years post – qualification experience in the area of procurement.
- iii. Applicant must be computer literate and be abreast with relevant software applications.
- iv. Candidates must show clear evidence of ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Laws and other relevant financial administration laws.

8.3. Senior Assistant Procurement Officer

- i. The vacancy shall be advertised. Applicant must hold a minimum of Master's degree in Procurement Management plus a Professional Qualification in Procurement.
- ii. Applicant must have served as an Assistant Procurement Officer in a University of comparable institution/organisation for at least four (4) years.
- iii. Applicant must be computer literate and must be abreast with relevant software applications.
- iv. In addition, applicants shall be required to support their application with papers (Reports, Minutes, Technical Reports, Action Memos, Regular Letters) for three (3) External Assessors' evaluation.
- v. Candidates must show clear evidence of ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Laws and other relevant financial administration laws.

8.4. Procurement Officer

- i. The vacancy shall be advertised. Applicant must hold a minimum of Master's degree in Procurement Management plus a Professional Qualification in Procurement.
- ii. Applicant must have served as a Senior Assistant Procurement Officer in a University or comparable grade in a similar institution/ organisation for at least four (4) years.
- iii. Applicant must be computer literate and must be abreast with relevant software applications.
- iv. In addition, applicants shall be required to support their application with papers (Reports, Minutes, Technical Reports, Action Memos, Regular Letters) for three (3) External Assessors' evaluation.
- v. Candidates must show clear evidence of ability to hold schedule(s) without supervision and must be conversant with the Public Procurement Act 2003 (Act 663) and other relevant financial administration laws.

9.0 Works and Physical Development

9.1. Assistant Estate Officer

Applicant must have a minimum of Master's degree in the Built Environment/Land Economy/Estate Management PLUS relevant Professional Qualification with least two (2) years post-qualification experience.

9.2. Estate Officer

- i. The vacancy shall be advertised.
- ii. Applicant must have a minimum of Master's degree in the Built Environment/Land Economy/Estate Management or relevant area of study PLUS relevant Professional Qualification.
- iii. Applicant must have served as Assistant Estate Officer in a University or comparable grade in a similar institution/organisation for at least four (4) years.
- iv. Applicant must be computer literate.
- v. In addition, applicants shall be required to support their application with papers (Reports, Minutes, Technical Reports, Action Memos, Regular Letters) for three (3) External Assessors' evaluation.
- vi. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

9.3. Junior Assistant Development Officer

Applicant must have a minimum of Master's degree in the Built Environment or relevant areas of study PLUS relevant Professional Qualification.

9.4. Assistant Development Officer

Applicant must have a minimum of Master's degree in the Built Environment or relevant areas of study PLUS relevant Professional Qualification with at least two (2) years post-qualification experience as Junior Assistant Development Officer.

9.5. Senior Assistant Development Officer

- i. The vacancy shall be advertised.
- ii. Applicants must have a minimum of Master's degree in the Built Environment PLUS relevant Professional Qualification.
- iii. Applicants must have served as Assistant Development Officer in a University or comparable grade in a similar institution/ organisation for at least four (4) years.
- iv. Applicants must be computer literate.
- v. In addition, applicants shall be required to support their application with papers (Reports, Minutes, Technical Reports, Action Memos, Regular Letters) for three (3) External Assessors' evaluation.
- vi. Candidates must show clear evidence of ability to hold schedule(s) without supervision.

9.6. Deputy Director of Works and Physical Development

- i. The vacancy shall be advertised.
- ii. Applicant must have a minimum of Master's degree in the Built Environment or relevant area of study PLUS relevant Professional Qualification.
- iii. Applicant must have served as Senior Assistant Development Officer in a University or a comparable grade in a similar institution /organisation for at least four (4) years.
- iv. Applicant must be computer literate. In addition, applicants shall be required to support their application with papers (Reports, Minutes, Technical Reports, Action Memos, Regular Letters) for three (3) External Assessors' evaluation.

- v. Candidates must show clear evidence of ability to hold schedule(s) without supervision.
- 9.7. Director of Works and Physical Development**
- i. The vacancy shall be advertised. Appointment to the position of Director of Works and Physical Development shall be through competitive search and interview and as provided for in the Technical Universities Act 2016, Act 922 as amended and in the Statutes.
 - ii. Applicant must have a minimum of Master's degree in the Built Environment or relevant area of study PLUS relevant Professional Qualification.
 - iii. Applicant must have served as Deputy Director of Works and Physical Development in a University or comparable grade in a similar institution/organisation for at least three (3) years.
 - iv. Applicants must be computer literate.
- 10.0 Quality Assurance and Academic Planning Unit (QAPU)**
- 10.1. Assistant Quality Assurance Officer**
- i. Vacancies shall be advertised, and qualified applicants may be considered for appointment.
 - ii. Applicant must hold a minimum of Master's degree in a relevant field. A relevant professional qualification would be an added advantage.
 - iii. Applicant must have at least two (2) years post – qualification experience in a senior management position in tertiary education, industry, or any relevant public service organisation.
 - iv. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for three (3) External Assessors' evaluation.
- 10.2. Quality Assurance Officer**
- i. Vacancies shall be advertised, and qualified applicants may be considered for appointments.
 - ii. Applicant must hold a minimum of Master's degree in a relevant field. A relevant professional qualification would be an added advantage.
 - iii. Applicant must have at least eight (8) years post-qualification experience in a senior management position in tertiary education, industry, or any relevant public service organisation. Or must have served in the grade of Assistant Quality Assurance Officer for a minimum of four (4) years in a tertiary institution.
 - iv. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for three (3) External Assessors' evaluation.
- 10.3. Junior Assistant Planning Officer**
- Applicant must hold a minimum of Master's degree in a relevant field.
- 10.4. Assistant Planning Officer**
- i. Vacancies shall be advertised, and qualified applicants may be considered for appointments.
 - ii. Applicant must hold a minimum of Master's degree in a relevant field. A relevant professional qualification would be an added advantage.
 - iii. Applicant must have at least two (2) years post-qualification experience as Junior Assistant Planning Officer in a tertiary education, or senior management in industry, or any relevant public service organization.

- iv. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for three (3) External Assessors' evaluation.

10.5. Planning Officer

- i. Vacancies shall be advertised, and qualified applicants may be considered for appointments.
- ii. Applicant must hold a minimum of Master's degree in a relevant field. A relevant professional qualification would be an added advantage.
- iii. Applicant must have at least eight (8) years post – qualification experience in a senior management position in tertiary education, industry, or any relevant public service organization, or must have served in the grade of Senior Assistant Planning Officer for a minimum of four (4) years in a tertiary institution.
- iv. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for three (3) External Assessors' evaluation.

11.0 Industrial Liaison Office

11.1. Assistant Industrial Liaison Officer

- i. Vacancies shall be advertised, and qualified applicants may be considered for appointment.
- ii. Applicant must hold a minimum of a Master's degree in a relevant field and must have at least two (2) years post-qualification experience in a senior management position in liaison activities in tertiary institution, industry or any relevant public service organisation.
- iii. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for three (3) External Assessors' evaluation.

11.2. Industrial Liaison Officer

- i. Vacancies shall be advertised, and qualified applicants may be considered for appointment.
- ii. Applicant must hold a minimum of a Master's degree in a relevant field and must have at least eight (8) years post-qualification experience in a senior management position in liaison activities in tertiary institution, industry or any relevant public service organization or must have served as an Assistant Industrial Liaison Officer for four (4) years in a tertiary institution.
- iii. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for three (3) External Assessors' evaluation.

12.0 Guidance & Counselling Office

12.1. Assistant Guidance & Counselling Officer

- i. Vacancies shall be advertised, and qualified applicants may be considered for appointment.
- ii. Applicant must hold a minimum of Master's degree in a relevant field and must have at least two (2) years post qualification experience.
- iii. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for three (3) External Assessors' evaluation

12.2. Guidance & Counselling Officer

- i. Vacancies shall be advertised, and qualified applicants may be considered for appointments.
- ii. Applicant must hold a minimum of Master's degree in a relevant field and must have at least eight (8) years post qualification experience or must have served as Assistant Guidance & Counselling Officer for at least four (4) years in a tertiary institution.

- iii. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for three (3) External Assessors' evaluation.

13.0 University Sports Office

13.1. Junior Assistant Sports Officer/Coach

- i. Vacancies shall be advertised, and qualified applicants may be considered for appointment.
- ii. Applicant must hold a minimum of a Master's degree in Physical Education or a relevant field, or
- iii. A Bachelor's degree plus a Professional Coaching Certificate in specific sports discipline, plus ten (10) years coaching experience

13.2. Assistant Sports Officer/Coach

- i. Vacancies shall be advertised, and qualified applicants may be considered for appointments.
- ii. Applicant must hold a minimum of a Master's degree in a relevant field and must have at least two (2) years post-qualification experience.
- iii. He/she must have served as Junior Assistant Sports Officer for at least two (2) years in a tertiary institution, or a Bachelor's degree plus a Professional Coaching Certificate in specific sports discipline, plus ten (10) years coaching experience.
- iv. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for three (3) External Assessors' evaluation

13.3. Sports Officer

- i. Vacancies shall be advertised, and qualified applicants may be considered for appointment.
- ii. Applicant must hold a minimum of a Master's degree in a relevant field and must have at least eight (8) years post-qualification experience in senior management, or he/she must have served as Assistant Sports Officer for at least four (4) years
- iii. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for three (3) External Assessors' evaluation.

14.0 Medical Director

- i. Applicant must hold an MBChB or its equivalent, be a qualified Medical Doctor, duly registered by the Ghana Medical and Dental Council. Applicant must have four (4) years post-qualification experience and must have practiced in institutions of similar standing.
- ii. Vacancies shall be advertised, and qualified applicants may be considered for appointments.
- iii. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for three (3) External Assessors' evaluation.

15.0 Legal Officer

- i. Applicant must hold the LLB and BL degrees and must be a qualified Lawyer, duly registered by the Ghana Bar Association.
- ii. Applicant must have four (4) years post-qualification experience at the Bar and must have practiced in institutions of similar standing.
- iii. Vacancies shall be advertised, and qualified applicants may be considered for appointment.
- iv. Applicants shall be required to produce a write-up on work done as a Practicing Lawyer, based on work output, for three (3) External Assessors' evaluation.

16.0 Information & Communication Technology (ICT) Centre

16.1. Junior Assistant ICT Officer

Applicant must hold a minimum of a Master's degree in a relevant field.

16.2. Assistant ICT Officer

- i. Applicant must hold a minimum of a Master's degree in a relevant field and must have at least two (2) years post-qualification experience in a senior management position in Information Technology management in a tertiary institution.

OR

- ii. Must have served as a Junior Assistant ICT Officer for at least two (2) years in a tertiary institution.
- iii. Vacancies shall be advertised, and qualified applicants may be considered for appointment.
- iv. Applicants shall be required to produce a write-up on work done at current grade, based on work output, for three (3) External Assessors' evaluation.

16.3. ICT Officer

- i. Applicant must hold a minimum of Master's degree in Information Technology and must have at least six (6) years post-qualification experience in a senior management position in Information Technology management in tertiary institution, industry or any relevant public service organisation

OR

- ii. Must have served as an Assistant ICT Officer for at least four (4) years in a tertiary institution.

17.0 Eligibility for Promotion

- i. Staff who resume work after their studies must serve for at least one year before they can apply for promotion.
- ii. Staff who are on full-time study leave cannot apply for promotion.

18.0 Guidelines for Assessment

Assessment shall be based on Promotion of knowledge, Teaching and Service.

18.1. Promotion of Knowledge

Promotion of knowledge shall be assessed by:

- i. Research output,
- ii. Publication arising out of research, Invention arising out of research, and
- iii. Development of new programme(s).

For the purpose of clarity only the following shall be considered and scored towards promotion of Knowledge:

- i. Refereed Journal papers,
- ii. Published Books in one's area(s) of specialisation in higher education.
- iii. Chapters in published books in one's area(s) of specialisation
- iv. Conference Papers published in refereed conference proceedings/peer-reviewed documents on exhibition
- v. Course Manuals
- vi. Patented inventions, technical reports, technologies or products, and
- vii. Papers presented at Inter-Faculty/School lectures/ seminars/ conferences/ workshop.

Table 18.1: Weighting (single and co-authorship)

S/N	Publication	Single Authorship	Publication Equivalence (from 1 st Author to 3 rd Author)	Publication Equivalence (for the 4 th Author position and above)
	A refereed journal paper	1	1 to each author	½ to each author
	A published book for higher education in the area of specialisation	3	3 to each author	½ to each author
	A published refereed conference paper/peer reviewed document on exhibition (art, sculpture, innovative design, manufacture/fabrication of prototype, e.g., auto vehicle laboratory equipment, tools product development, etc.	½	½ to each author	¼ to each author
	Chapter in a published refereed book in the area of specialisation for higher education	1	1 to each author	½ to each author
	A patented invention/technology/product (IP with evidence)	3	3 to each author	2 to each author
	IP (Technology) transfer with evidence	2	2 to each author	1 to each author

Table 18.2: Points for types of publications

S/N	Type of Publication	Maximum Points
1	Each refereed journal paper in the area of specialisation of the applicant.	10
2	Each published refereed book in the area of specialisation of the applicant.	30
3	Each refereed conference proceedings paper	5
4	Each chapter in a published refereed book in the area of specialisation of the applicant	10
5	Each peer reviewed document on exhibition	5
6	Each patented invention/technology/product (IP with evidence)	30
7	IP (Technology) transfer with evidence	20
8	Papers presented at Inter-Faculty/School lectures/seminars/ conferences/ workshop	2

18.1.1. Evaluation of Teaching

The assessable areas to be considered for promotion shall be as provided in table 18.3.

Table 18.3: Teaching Performance for Lectureship and Research Fellow grades

S/N	Performance Area	Maximum expected Weight	Score Obtained
1	Lecture/Teaching load	10	
2	Quality of Teaching (availability and introduction of syllabus, etc.)	10	
3	Regularity and punctuality at lectures	10	
4	Provision of learning experience for students (practical, field trips, industrial attachment supervision, etc.)	10	
5	Ability to complete syllabus on schedule with evidence	10	
6	Punctuality in submission of examination questions and marked scripts	10	
7	External examiner's and moderator's comments on applicant's examination questions and marking scheme	10	
8	Student's assessment of teaching/practical	10	
9	Quality of supervision of students' projects/theses	10	
10	Regularity of attendance at seminars/ departmental board meetings	10	

18.1.2. Assessors of Teaching Performance

The performance of a candidate in teaching shall be assessed by the candidate's Head of Department, students of the candidate's Academic Department, and the Dean of the Faculty/School of the candidate, the Faculty/school Appointment and Promotion Review Board.

18.1. Evaluation of Service to University, National and International

The candidate's service to the university, national and internal communities shall be assessed using the indicators in table 18.4.

Table 17.4: Performance Indicators for Evaluating Service To University, National and International Communities.

S/N	ROLES/FUNCTION/ACTIVITY	WEIGHT	SCORE
1	Service (University, National and International)		
	i. Administrative experience – Substantive position		
	a. Vice Chancellor	50	
	b. Pro-Vice Chancellor	45	
	c. Dean of Faculty/Director/Senior Hall Warden/Tutor	40	
	d. Vice Dean	25	
	e. Head of Department/Hall Warden	20	
	f. Head of Section/Examination Officer	15	

	g. Industrial Attachment Coordinator/Academic Counsellor/ Academic Advisor	15	
	ii. Administrative Experience – Acting Position (In cumulative terms)		
	a. Less than 3 months	10	
	b. Between 3 months and 6 months	15	
	c. 6 months and above	20	
	iii. Membership of Statutory Committees		
	a. Chairman	10	
	b. Other Members/Secretary	8	
	iv. Membership of Non-Statutory Committees		
	a. Chairman	8	
	b. Other Members/Secretary	6	
	v. Attendance of meetings and functions		
	a. Each departmental board meeting attended	10	
	b. Each Congregation attended	5	
	c. Each Matriculation attended	5	
	d. Each Convocation meeting attended	5	
2	Service to the National and International Community		
	a. Chairman of National or International Committee	10	
	b. Membership of National or International Committee	8	
	c. Membership of Editorial Board of recognised journals	8	
	d. External Assessor for promotion of research/academic staff	10	
	e. External Examiner/Moderator/Reviewer of journal article	10	
	f. Initiation and participation in curriculum development	6	
3	Community/Industrial Engagement		
	a. Industrial/Professional engagement or training	40	
	b. Industrial consultancy	40	
	c. Contract research with industry	40	
	d. Industrial resource mobilization	40	
4	Grants		
	(a) Above US\$20,000.00 or its equivalence in Ghana Cedis	40	
	(b) Between US\$10,000.00 - US\$20,000.00 or its equivalence in Ghana cedis	30	
	(c) Below US\$10,000.00 or its equivalence in Ghana cedis	20	
	TOTAL		T

Note:

The total score is marked over 100. If the total score of the applicant is greater than or equal to 100, the applicant is assigned the full point which is 15 points. On the other hand, if the applicant gets a total score which is below 100, it is converted as follows: Points = T/100 *15.

19.0 APPEALS

- i. Any staff aggrieved and dissatisfied with the decision of the University Appointments and Promotions Board may, within one (1) month of the notification of the decision to him/her, appeal to the Appointments and Promotions Board.
- ii. The University Appointments and Promotions Board may, upon petition by a Senior Member, review its own decisions affecting the appointment or promotion of the Senior Member at the next meeting of the Board.
- iii. If the Senior Member is still dissatisfied with the outcome of his/her petition to the Appointments and Promotions Board, he/she may appeal to Council within three(3) months.
- iv. In considering such appeals, Council may be assisted by an expert or experts invited by Council when the need arises.

20.0 Summary Score Sheet

Table 20.1 Promotion to Senior Lecturer/Professorial

S/N	Assessable Area	Weighted Average Points
1	Teaching Performance	55
2	Research/Scholarship	25
3	Service	15
4	Professional Activities	5
	TOTAL	100

Table 20.2 Promotion to Senior Research Fellow

S/N	Assessable Area	Weighted Average Points
1	Research/Scholarship	55
2	Teaching	25
3	Service	15
4	Professional Activities	5
	TOTAL	100

Table 20.3 Promotion for Library Staff (Senior Members)

S/N	Assessable Area	Weighted Average Points
1	Library work	55
2	Research	25
3	Service	15
4	Professional Activities	5
	TOTAL	100

APPENDICES

Appendix A (Application Form)

BOLGATANGA TECHNICAL UNIVERSITY

APPLICATION FORM

This Application Form (when fully completed) should be forwarded (two (2) hard copies required) together with two passport size photographs to:

**The Registrar
Bolgatanga Technical University
P. O. Box 767
Bolgatanga.**

APPLICATION FOR APPOINTMENT AS
(please indicate the position)

DEPARTMENT:.....
(please indicate the area of specialisation)

1. PERSONAL DATA:

Surname (Block Letters): PROF./DR./ REV. /MR./MRS./MS.

Other Names:

Postal Address:
.....
.....

Date of Birth: Sex:

Email:

Cell Phone(s):

Place of Birth: Home Town:

Region: Nationality:

Religion (if any) Denomination.....

If naturalized citizen, give number & date of Certificate and Name in which it was granted
.....

Married Single Widowed

If married, full name and address of Spouse:.....

Children (Names and Dates of Birth)

Name	Date of Birth
a)

- b)
- c)
- d)

Ghana Revenue Authority (GRA) PIN:.....

2. EDUCATIONAL QUALIFICATION(FROM HIGHEST)

School(s) attended	Date
.....
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.....
.....
.....
.....
.....
.....

Programmes/Subjects Studied	From	To
.....
.....
.....
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.....
.....
.....
.....

Certificates Awarded (include details, e.g., Class/distinction)	Year
.....
.....
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.....
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3. EMPLOYMENT RECORD

Present Employment	Present Salary	Salary Scale
Institution and Address		

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.....
.....
.....
.....

Position(s) held	Date	Responsibilities
.....
.....
.....
.....
.....

Subject(s) taught if relevant:
.....
.....

Name of Head of Dept./Institution:
Address:
.....

Previous Employment	Date		
<u>Institution</u>	<u>From</u>	<u>To</u>	<u>Position Held</u>
.....
.....
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.....
.....

Reasons for Leaving
.....
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.....
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Publications:.....
(a)

- (b)
- (c)

Relevance of Teaching/Research/Profession to the post being applied for:

.....

.....

.....

4. GENERAL

- (a) Have you any objections to reference being made to any of the employers named by you (including your present employer)? YES NO
- (b) Have you any form of Physical Disability? Give brief details, if any.
.....
.....
- (c) Have you ever been convicted in a Court? If yes, give brief particulars of the offence.
.....
.....
- (d) What are your hobbies?
.....
.....
- (e) If appointed, how soon after notification could you assume appointment?
.....
.....

5. REFEREES

Names and Addresses of Three Referees (At least one should be a person under whom you have studied, another under whom you have worked. Names of relatives are not accepted.)

- i. Name:.....
Occupation:.....
Address.....
- ii. Name:.....
Occupation:.....
Address.....
- iii. Name:.....
Occupation:.....
Address.....

Passport Number(s) held by Yourself, Spouse and each Child, with Date(s) and Place(s) of Issue and Date(s) of Expiry (if any):

- (a)
- (b)

- (c)
- (d)

APPENDIX B (APPLICATION FORM FOR PROMOTION OF TEACHING STAFF)

BOLGATANGA TECHNICAL UNIVERSITY



APPLICATION FORM FOR PROMOTION

UAPB FORM 3C

APPLICATION FORM FOR PROMOTION OF TEACHING STAFF

APPLICATION FOR PROMOTION

Four (4) copies of this Application Form should be completed and forwarded together with updated curriculum vitae and any other relevant documents in support of your application to the:

REGISTRAR, BOLGATANGA TECHNICAL UNIVERSITY

Application for promotion to the grade of.....

in the Department of

1. Personal Particulars

Surname (BLOCK LETTERS)

Other Names

Date of Birth.....

2. Date of First Appointment.....

3. Date of Last Promotion.....

4. Details of Teaching since Appointment or Last Promotion:

- (a) Courses Taught
- (b) Curriculum Development
- (c) Supervision of Students' Project Work, Dissertation and Thesis
- (d) Supervision of Students' Internships and Industrial Attachment
- (e) Academic Counselling
- (f) Mentoring of Junior Colleagues

5. List of Projects

.....
.....
.....

6. Conferences, Seminars and Workshops attended at which papers were presented, with dates and references where appropriate since Appointment or Last Promotion

- a. Conferences
- b. Seminars
- c. Workshops

7. Details of Peer-Reviewed Publications since Appointment or Last Promotion:

- a. Journal articles
- b. Books
- c. Book Chapters
- d. Technical Reports
- e. Conference Proceedings
- f. Exhibitions (Creative Works)
- g. Patents

8. List of Community Services for Promotion (Institutional, National, International):

- a. Institutional
- b. National
- c. International

9. Resources Mobilised for the University since Appointment or Last Promotion:

- a. Funds/Grants
- b. Equipment

c. Books

d. Others

10. Self-appraisal report (Refer to the self-appraisal form)

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11. Any other information relevant to this application in support of promotion

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Signature of Applicant **Date**

APPENDIX C (APPLICATION FOR PROMOTION – NON-TEACHING)

UAPB FORM 3B: SENIOR ADMINISTRATIVE AND PROFESSIONAL STAFF

Six (6) copies of this Application Form should be completed and forwarded together with updated curriculum vitae, write-up of work done (where applicable) and any other relevant documents to the:

REGISTRAR, (name and address of institution)

Application for promotion to the grade of

in the Directorate/Office of

1. Personal Particulars

Surname (BLOCK LETTERS)

Other Names.....

Date of Birth.....

2. Date of First Appointment.....

3. Date of Last Promotion.....

4. Details of Schedules Held since Appointment or Last Promotion

Date		Position held	Schedules Held /Hold
From	To		

5. Details of major administrative projects or assignments undertaken since Appointment or Last Promotion

.....

6. Details of papers being submitted in support of application:

- (a) Publications
- (b) Reports
- (c) Memoranda
- (d) Others

7. Conferences, Seminars and Workshops attended at which papers were presented, with dates and references where appropriate since Appointment or Last Promotion:

- (a) Conferences
- (b) Seminars
- (c) Workshops

8. Community Service since Appointment or Last Promotion (Institutional, National, International):

- (a) Institutional
- (b) National
- (c) International

9. Resources Mobilized for the University since Appointment or Last Promotion:

- (a) Funds/Grants
- (b) Equipment
- (c) Books
- (d) Others

10. Self-assessment (write-up on work done over the period) You may attach as separate sheet

.....

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Signature of Applicant..... **Date**

APPENDIX D (CONFIDENTIAL)

ASSESSMENT BY IMMEDIATE SUPERVISOR OR HEAD OF DEPARTMENT

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Name of Immediate Supervisor/HoD.....

Signature **Date**

Notes on EVALUATION

1. The applicant shall assess his own achievements giving justification in the three areas of attainment:
 - i. Promotion of knowledge through research and publication

- ii. Teaching
- iii. Service in areas other than (a) and (b)

The Head of Department and the School/Faculty Appointments and Promotions Review Committee shall assess and evaluate the candidate's achievements giving justification in the three areas of attainment

APPENDIX E (CURRICULUM VITAE TEMPLATE FOR SENIOR MEMBERS - TEACHING)

TECHNICAL UNIVERSITIES

SCHOOL/FACULTY OF NAME OF
SCHOOL/FACULTY HERE

Name of Department Here

CURRICULUM VITAE

of

YOUR NAME IN BLOCK LETTERS HERE

DEGREES AND PROFESSIONAL MEMBERSHIPS HERE

in

**SUPPORT OF APPLICATION FOR THE POSITION
OF SENIOR LECTURER/ASSOCIATE PROFESSOR/
PROFESSOR**

CURRICULUM VITAE

NAME IN BLOCK LETTERS HERE

DEGREES AND PROFESSIONAL MEMBERSHIP HERE

1. PERSONAL DETAILS

- (a) **Name:** Name Here
- (b) **Birth Date:** Day Month Year Here
- (c) **Nationality:** Ghanaian
- (d) **Marital Status:** Married/Single
- (e) **Number of Children (Optional):** Two/Three/Four/Five
- (f) **Address:** Bolgatanga Technical University
 Name of Department Here
 P. O. Box.....
 Cell Phone: +233 E-mail:
 Digital Address:

2. ACADEMIC BACKGROUND

A. Academic Degrees

Name of Degree	Awarding Institution	Date

B. Membership of Professional Bodies and Boards

Body	Type of Membership	Date

C. Scholarships/Awards/Honours

Type of Scholarships/Awards/Honours	Date

D. Grants

S/N	Grant	Description	Amount

3. WORK EXPERIENCE

Date	Organization/Institution	Designation

4. TECHNICAL UNIVERSITY TEACHING EXPERIENCE (REFERENCE TO THE GUIDING STATUTES AS PRESCRIBED IN SCHEDULE E)

A. Subjects Taught

Course No.	Course Title	Year
Postgraduate Level		
Code here	Full Title of Course Here	From Yr. to End Yr.
Code here	Full Title of Course Here	From Yr. to End Yr.
Code here	Full Title of Course Here	From Yr. to End Yr.
Code here	Full Title of Course Here	From Yr. to End Yr.
Undergraduate Level		
Code here	Full Title of Course Here	From Yr. to End Yr.
Code here	Full Title of Course Here	From Yr. to End Yr.
Code here	Full Title of Course Here	From Yr. to End Yr.
Code here	Full Title of Course Here	From Yr. to End Yr.
Code here	Full Title of Course Here	From Yr. to End Yr.
Code here	Full Title of Course Here	From Yr. to End Yr.
Code here	Full Title of Course Here	From Yr. to End Yr.

B. Supervision of Students' Project Works/Thesis/Research

S/N	Thesis Title	Student's Name	Level/Program	Institution	Date
1					
2					
3					

4					
5					
6					
7					

C. Other Professionally Related Experience

S/N	Professional Experience (consultancy/professional activities etc.)	Institution	Date
1			
2			
3			
4			
5			
6			

D. Development of Curricula/Programmes

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E. Public Presentations

S/N	Forum	Title of Presentation	Date
1			
2			
3			
4			
5			
6			
7			

J. Textbooks Authored

.....

.....

.....

5. DETAILS OF RESEARCH, PROJECTS OR EXHIBITIONS UNDERTAKEN SINCE APPOINTMENT/PROMOTION

A. List of Publications

i. Refereed Journal Papers

- [1] **Kumi-Boateng, B., Bonsu, K., and Mireku-Gyimah, N. (2017), “Mapping Malaria Risk in the New Juaben Municipality of Ghana using GIS and Remote Sensing Techniques”, Ghana Journal of Technology, Vol. 2, No. 1, pp. 27 - 37.**
- [2] **Kumi-Boateng, B., and Ziggah, Y. Y. (2017), “Horizontal Coordinate Transformation using Artificial Neural Network Technology- A Case Study of Ghana Geodetic Reference Network”, Journal of Geomatics, Vol. 11, No. 1, pp. 1-12.**

ii. Book Publications

- [1] **Kesse, G. O. (1985), The Mineral and Rock Resources of Ghana, A. A. Balkema Publishers, Rotterdam, 610 pp.**
- [2] **Kuma, J. S., Younger, P. L. and Bowell, R. J. (2002), “Hydrogeological Framework for Assessing the Possible Environmental Impact of Large-Scale Gold Mines”, Mine Water Hydrogeology and Geochemistry, The Geological Society Special Publications 198, Younger, P. L. and Robins, N. S. (eds.), pp.121-136.**

iii. Published Conference Papers

- [1] **Kumi-Boateng, B., and Kofi, B. (2018), “A GIS Based Composite Land Degradation Assessment and Mapping of Tarkwa Mining Area”, Proceedings of the 20th International Conference on Geomatics, Disasters Management and Dynamic Simulations (ICGDMDS) held in New York, USA, 1st – 4th June 2018, pp. 45-49.**
- [2] **Tabase, F., Kumi-Boateng, B., and Yakubu, I. (2018), “Geospatial Assessment of Planning Schemes-A Case Study of the Tarkwa Area”, Proceedings of the 5th UMaT Biennial International Mining and Mineral Conference on the theme: “Expanding the Frontiers of Mining Technology”, Tarkwa, Ghana, 1st – 4th August 2018, pp. 1-13.**

iv. Peer Reviewed Document on Exhibition

1. **Tackie-Oblie, N. O., and Kumi-Boateng, B. (2010),” Modeling Flood Prone Areas Using GIS: A Case Study of Ga and Accra Metropolitan Districts”, Proceedings of the 2010 Annual Land Surveyors Exhibition on National Navigation System: A Tool for Sustainable Development for a Better Ghana”, Accra, Ghana, 25th – 26th August 2010.**
2. **Kumi-Boateng, B., and Yakubu, I. (2009), “Site Selection for Waste Disposal Using GIS – A Case Study of Akosombo”, Proceedings of International Exhibition on Research and Development, Cotonou-Republic of Benin, 24-27 November 2009.**

6. CONFERENCES/SEMINARS AND WORKSHOPS AT WHICH PAPERS WERE READ/PRESENTED

- i. 18th International Conference on Geomatic Engineering (ICGE 2016), Paris, France, 14-15 March, 2016.
- ii. 4th UMaT Biennial International Mining and Mineral Conference on “Expanding the Frontiers of Mining Technology”, Tarkwa-Ghana 3rd – 6th August 2016.

7. PATENTED INVENTIONS, TECHNOLOGIES OR PRODUCTS/OTHER SCHOLARLY WORKS

[1]. List all your patents here with exact references.

[2]. List all your patents here with exact references.

[3]. List all your patents here with exact references.

[4]. List all your patents here with exact references.

8. RECORD OF SERVICE TO THE COMMUNITY (University/National/International)

A. Technical University Community

i. Appointments to Administrative and Other Statutory Positions

**Aug 2018 to date: Dean of Students, Office of the
Dean of Students, Kumasi Technical University (KsTU),
Kumasi**

**ii. Aug 2017 to Jul 2018: Dean of Students, Office of the
Dean of Students, Kumasi Technical
University (KsTU), Kumasi.**

iii. Membership of Boards and Committees

**April 2016: Chairman, Inter-denominational Chaplaincy
Committee, University of Mines and Technology
(UMaT), Tarkwa**

iv. Membership of Non-Statutory/Ad-hoc Committees/Associations/Unions

**May 2016: Member, Committee to draft Research Ethics Policy, University
of Mines and Technology (UMaT), Tarkwa**

v. Technical and Consultancy Work

May 2015: Boundary Surveys at TARSCO, Consultancy Services

were provided for Tarkwa Senior High Secondary School to Demarcate the School's Boundary for the Production of Cadastral Plan

vi. Financial/Material Resource Mobilization

November 2014: Books, Request was made to Nezo Oilfield Supplies Limited to support teaching and learning at the University. The company accepted the request and provided a total of 196 volumes of books on varied disciplines at a cost of GH¢3000.00 to the Faculty of Mineral Resources Technology. The books were received on behalf of the University by Prof. R. K. Amankwah, Dean of Faculty of Mineral Resources Technology on 24th November 2014.

vii. Extension Work/Workshops

August 2015: Resource Person, Workshop on Working in a University System and Career Progression organized by the faculty of Engineering for the Academic Staff of Mathematics Department on 15th August 2015

B. National Community

i. Membership of National Boards, Committees, Organisations and Professional Bodies

2014 to date: Member, Ghana National Committee of West Africa Examinations Council (WAEC)

ii. Membership of Editorial Boards of Recognised Journals

iii. External Examiner/Moderator/Visiting Lecturer/Scholar

August 2016: External Examiner, Appointed as External Examiner for Nine (9) MSc Candidates in the Department of Geomatic Engineering, KNUST, Ghana

iv. External Assessor for Promotion of Research/Academic Staff

January 2015: External Assessor, Nominated as External Assessor for the Evaluation of Publications for Promotion from Lecturer to Senior Lecturer in the Civil Engineering Department of Accra Polytechnic, Ghana

v. Technical and Consultancy Work/Reviewer of Journal Papers

May 2015: **Boundary Surveys at TARSCO, Consultancy Services were provided** for Tarkwa Senior High Secondary School to Demarcate the School's Boundary for the Production of Cadastral Plan

vi. Professional Activities (Documented Public Presentations/Books of General Interest)

September 2014: Resource Person, Seminar on the Evolution in Geospatial World organised by Achievers Geo Survey on 5th September 2014

C. International Community

i. **Membership of International Committees/Professional Bodies**

2015 to date: **Member, Canadian Institute of Geomatics (MCIG)**

ii. **Membership of Editorial Boards of Recognised Journals**

July 2014: **Member, Editorial Board of Journal of Earth Sciences, Science Publishing Group**

iii. **External Examiner/Moderator/Visiting Lecturer/Scholar**

iv. **External Assessor for Promotion of Research/Academic Staff**

v. **Technical and Consultancy Work/Reviewer of Journal Papers**

December 2014: **Impact Assessment of Land Degradation at Sierra Leone, Consultancy Services were provided for Nimba Research & Consulting Co. Ltd. for a Pilot Land Rehabilitation and Baseline Study of Mined-out Lands in 4 Artisanal Mining Communities in Sierra Leone**

vi. Professional Activities (Documented Public Presentations/Books of General Interest).

**APPENDIX F (CURRICULUM VITAE TEMPLATE FOR SENIOR MEMBERS –
NON-TEACHING)**

CV TEMPLATE FOR SENIOR MEMBERS
(NON-TEACHING)
Name of Directorate / Office Here

CURRICULUM VITAE

YOUR NAME IN BLOCK LETTERS HERE
DEGREES AND PROFESSIONAL MEMBERSHIPS HERE

in

**SUPPORT OF APPLICATION FOR THE POSITION OF ASST.
REGISTRAR/SENIOR ASST. REGISTRAR/DEPUTY REGISTRAR**

DATE

CURRICULUM VITAE

**NAME IN BLOCK LETTERS HERE DEGREES AND PROFESSIONAL
MEMBERSHIP HERE**

1. PERSONAL DETAILS

- (a) **Name: (First Name, Middle Name, Surname)**
- (b) **Physical Address:**

- (c) Email Address:
- (d) Telephone Number(s):
- (e) Marital Status (with number of children):
- (f) Nationality:
- (g) Date of Birth:
- (h) Date of First Appointment:

2. INSTITUTIONS OF STUDY WITH DATES

Name of Institution	Programme of study	Date (From – To)

3. QUALIFICATIONS (DEGREE, DIPLOMAS AND PROFESSIONAL CERTIFICATES) WITH DATES:

Qualification	Date of Award

4. AREA OF SPECIALISATION:

.....

5. AREA OF INTEREST (PROFESSIONAL)

.....

6. RESEARCH INTEREST (IF ANY):

.....

7. EMPLOYMENT RECORD & POSITION HELD/HOLD (WITH DATES)

Organization / Institution	Position Held	Date (From-To)

8. PROFESSIONAL EXPERIENCE (WITH DATES):

Organization / Institution	Schedules Held	Date (From-To)

9. HONOURS & AWARDS (WITH DATES):

Type of Scholarships/Awards/Honours	Date of Award

10. ACHIEVEMENTS (LANDMARK INITIATIVES/GRANTS WON, ETC)

.....

11. MEMBERSHIP OF RECOGNISED PROFESSIONAL BODIES (CURRENT POSITION & CONTRIBUTIONS):

.....

12. CONFERENCES, WORKSHOPS, SEMINARS ETC ATTENDED (WITH DATES):.....

.....

13. PUBLICATIONS (NOT NECESSARILY PEER-REVIEWED):

.....

.....
.....

**14. REPORTS (ANNUAL, COMMITTEE, TECHNICAL, CONFERENCE),
GENERATIVE MEMOS, MANUALS:**

.....
.....
.....
.....

15. RESEARCH PROJECTS (CURRENT AND PAST PROJECTS):

.....
.....
.....
.....

**16. SELECTED MATERIALS FOR EXTERNAL ASSESSMENT
(PUBLICATIONS, MANUALS, REPORTS, MEMOS, ETC):**

.....
.....
.....
.....

**17. COMMUNITY SERVICE (INSTITUTIONAL, NATIONAL,
INTERNATIONAL):**

A. Technical University Community

(i) Appointments to Administrative and Other Statutory Positions

Aug 2018 to date: Hall Tutor, Acolatse Hall, Ho
Technical University, Ho

Aug 2017 to Jul 2018: Admissions Outreach Team Member, Ho Technical
University, Ho

(ii) Membership of Boards and Committees

April 2016: Chairman, Inter-denominational Chaplaincy Committee,
University of Mines and Technology (UMaT), Tarkwa

April 2015: Chairman, Inter-denominational Chaplaincy Committee,

University of Mines and Technology (UMaT), Tarkwa

(iii) Membership of Non-Statutory/Ad-hoc Committees/Associations/ Unions.

- May 2016:** Member, Committee to draft Research Ethics Policy, University of Mines and Technology (UMaT), Tarkwa
- May 2015:** Chairman, Committee to Investigate Loss of LCD Projectors at LR 3 and LR 2, University of Mines and Technology (UMaT), Tarkwa

(iv) Technical & Consultancy Work

- May 2015:** Boundary Surveys at TARSCO, Consultancy Services were provided for Tarkwa Senior High Secondary School to Demarcate the School's Boundary for the Production of Cadastral Plan
- July 2015:** Confirmation of Coordinates at Pursues, Consultancy Services were provided for Electrofax Engineering Services Ltd to confirm the coordinates of Electric Poles they have established on the ground at Pursues Ghana Mining Ltd

(v) Financial/Material Resource Mobilization

- November 2014:** Books, Request was made to Nezo Oilfield Supplies Limited to support teaching and learning at the University. The company accepted the request and provided a total of 196 volumes of books on varied disciplines at a cost of GH¢ 3 000.00 to the Faculty of Mineral Resources Technology. The books were received on behalf of the University by Prof R. K. Amankwah, Dean of Faculty of Mineral Resources Technology on 24th November 2014
- June 2014:** Survey Equipment, Request was made Anglogold Ashanti Iduapriem Ltd. in the Western Region to support teaching and learning at the University. The Company accepted the request and donated Sokkia Total Station (Set 5F), Sokkia Total Station (Set 3B), Sokkia Total Station (Set 5A), Trimble total Station (3600 series), Ten prisms, Staff clamps, one Tripod and Stereoscope to the Geomatic Engineering Department of the University of Mines and Technology. The computers

and its accessories were received on behalf of the University by Prof N. A. Amegbey, Dean of Faculty of Mineral Resources Technology on 4th June 2014.

(vi) Extension Work/Workshops/Seminars

- August 2015:** Facilitator, Workshop on Working in a University System and Career Progression organised by the Faculty of Engineering for the Academic Staff of Mathematics Department on 15th August 2015
- February 2013:** Lead Organizer, Workshop on the Fabric and Assessment of Postgraduate Research Work organized by the Planning and Quality Assurance Unit of UMaT on 16th February 2013.
- October 2011:** Lead Facilitator, Workshop on University Teaching and Examinations organized by the Planning and Quality Assurance Unit of UMaT on 15th October 2011.

B. National Community

(i) Membership of National Boards, Committees, Organizations and Professional Bodies

- 2010 to date:** Professional Member, Institute of Chartered Accountants, Ghana
- 2015 to date:** Member, Association of Certified Chartered Accountants, (ACCA)

(ii) Membership of Editorial Boards of Recognised Journals

- 2018 to date:** Member, Editorial Board, ACCA Journal

(iii) External Assessor for Promotion of Non-Teaching Staff

- September 2019:** External Assessor, Served as External Assessor for the assessment of promotion application dossier from Senior Assistant Registrar to Deputy Registrar position in the Office of the Registrar of Accra Technical University

(iv) Professional Activities (Documented Public Presentations/Books of General

Interest).

September 2014: Presenter, Seminar on the Evolution in Geospatial World organized by Achievers Geo Survey on 5th September 2014

September 2016: Panel Member, Seminar on the Evolution in Geospatial World organized by Achievers Geo Survey on 18th September 2016

November 2012: Guest Speaker, SRC Festival 2012 on Goal Setting–Key to Achieving Academic Excellence organized by Tarkwa Senior High School on 10th November 2012

C. International Community

(v) Membership of International Professional Bodies

2015 to date: Member, Canadian Institute of Geomatics (MCIG)

2014 to date: Member, International Examinations Committee (IEC) of WAEC

2013 to date: Member, African Association of Remote Sensing of the Environment (MAARSE)

(vi) Membership of Editorial Boards of Recognised Journals

July 2014: Member, Editorial Board of ACCA Journal

18. REFEREES (Three):

Signature:**Date:**