

MATTERS ARISING FROM THE 243RD (REGULAR) MEETING OF THE ACADEMIC BOARD

The following excerpts from the Minutes of the 243rd (Regular) Meeting of the Academic Board held on Thursday, July 5, 2001 are culled for your attention and necessary action please

Item 203 Grant of Sabbatical Leave - Additional Proposals

Members noted the additional proposals to the current conditions/ regulations for granting sabbatical leave by the University Council at its 168th meeting held on Friday November 3, 2000.

The additional condition grants the Vice-Chancellor some discretionary powers to enable him to waive the contractual obligations normally attached to sabbatical leave in exceptional cases. The details are as follows:

- (1) One-year sabbatical leave with pay may be granted after eight years continuous service without study leave in the ninth year. Grantees may not be required to return to the University for two academic years immediately after such leave. The reason for this is that if the staff were granted sabbatical leave in the seventh year, he/she would have discharged the contractual obligations of serving the University for two academic years by the end of the ninth year.
- (ii) Two years sabbatical leave with pay may be granted after sixteen (16) years of continuous service without study leave. Grantees may not be expected to return to the University for three academic years immediately after such leave. In this scenario, it is assumed that if the staff had been granted two (2) years sabbatical leave after ten (10) years continuous service without study leave, he/she would have discharged the bond of serving the University for three (3) academic years immediately after such leave by the end of the fourteenth year.
- (iii) The two (2) years sabbatical leave facility should be the maximum to be granted under these new arrangements, the number of service notwithstanding.

Item 2038 Job Description of Teaching Assistants - Guidelines for Senior Members

The Academic Board discussed a paper submitted to it by the Dean of the School of Engineering, Prof Kwesi Andam indicating that Teaching Assistants and National Service Personnel are expected to work for the University for one year, they are not, strictly speaking, a part of the system, and therefore, should not be entrusted with sensitive jobs such as invigilation, compilation of examination questions, lecturing and marking of scripts. He had therefore, come up with some guidelines to the duties of Teaching Assistants as follows:

Job Description for the Teaching Assistant

The Teaching Assistant should be used in the following areas of academic activities only.

- (i) Helping with tutorial sessions in which the course lecturer has worked out clearly examples to pass on to students.
- (ii) Laboratory Practical Work
The course Lecturer has composed instruction notes and the Teaching Assistant assists the student with experimentation side by side with Laboratory Technicians.
- (iii) Field Work
The course Lecturer/Instructor has clearly issued instructions notes and the Teaching Assistant helps with field measurement such as surveying.

What the Teaching Assistant Must Never Do

- (i) Teaching Assistants must never give a lecture to students even if the course Lecturer has prepared the notes.
- (ii) Teaching Assistants must never be involved in the setting of examination questions (both mid and end of semester)
- (iii) Teaching Assistants must not invigilate University Examinations (both mid-semester and end of semester)

The Chairman expressed concern about the gradual breakdown of academic quality control in areas where lecturing and assessments are left in the hands of Teaching Assistants, leading in some cases to leakage of examination questions and other malpractices.

Meanwhile, the lecturers concerned would put in claims for extra teaching and marking. The Vice-Chancellor noted that the paper presented by Prof Andam was useful as a guide on how Teaching Assistants are used to assist in teaching and research.

He deplored the negative behaviour of some teaching staff which attracts complaints from students and which are sources of embarrassment to the University. The Vice-Chancellor added that in order to stop such unacceptable behaviour, forms had been designed to assess some selected lecturers. He noted that the targeted lecturers would be selected based on complaint received from students.

He urged Deans and Heads of Department to be personally involved and show commitment in the supervision of teaching and practicals in their respective Faculties /institutes etc. The Vice-Chancellor deplored situations where some Departments were not conducting practicals. A serious consequence is that our products are

practically handicapped when they are employed and this puts the name of the University into disrepute. He finally stressed that Teaching Assistants are engaged to assist lecturers but not to take up the responsibilities of lecturers.

Some members sought clarification on the use of Teaching Assistants in instances such as:

- (a) Marking of laboratory practicals, due to frequency of such assignments.
- (b) Invigilating mid-semester examinations.
- (c) Handling and compilation of examination results and transcripts.

The consensus to the above was that:

- (i) Practicals, which will be recorded as part of the mid-semester continuous assessment, should be marked by the lecturer.
- (ii) Teaching Assistants must not be used to invigilate mid-semester or Semester Examinations. They may do so only under the supervision of a lecturer or they may be used to assist the Invigilator.
- (iii) Teaching Assistants must not be used to compile examination results and transcripts.
- (iv) Since almost every Faculty has Assistant Registrar now, they should be used to perform some of those assignments rather than Teaching Assistants who are close to the students.

It was suggested that Faculties without the relevant software for the compilation of examination results and transcripts must look for one. It was finally agreed that if Teaching Assistants should be used at all it must be second and third year graduate students who might have submitted their thesis and are being groomed for lectureship position.

The paper was adopted as guidelines for all Deans/Directors/Principal and Heads of Department.

Secretary
Academic Board

STAFF CHANGES
PROMOTIONS - SENIOR MEMBERS

NAME	FORMER POSITION	PROMOTED TO	EFFECTIVE DATE
Prof. Ambrose K. Tuah	Assoc. Prof.	Full Professor	1/10/96
Prof. Kwesi A. Andam	Assoc. Prof.	Full Professor	1/10/97
Prof. Stephen A. Osei	Assoc. Prof.	Full Professor	1/10/98
Prof. R. Kasim Kasanga	Assoc. Prof.	Full Professor	1/10/00
Dr. S. Opuni Asiamah	Snr. Lecturer	Assoc. Professor	1/10/97
Dr. E.H.K Frempong	Snr. Lecturer	Assoc. Professor	1/10/99
Mr. S.K Okleme	Snr. Lecturer	Assoc. Professor	1/10/00
Mr. H.B. Ato Delaquis	Snr. Lecturer	Assoc. Professor	1/10/00
Dr. Peter Donkor	Snr. Lecturer	Assoc. Professor	1/10/00
Nana Bamfi-Adomako	Snr. Asst. Registrar	Deputy Registrar	1/10/00
Mr. E. Kwabena Quainoo	Accountant	Snr. Accountant	1/10/99
Mr. Kwasi Mensah-Bonsu	Accountant	Snr. Accountant	1/10/99
Dr. Wilhelmina J. Donkor	Lecturer	Snr. Lecturer	1/10/00
Dr. Joseph Plange-Rhule	Lecturer	Snr. Lecturer	1/10/00
Dr.(Mrs) Ibok Nsa Oduro	Lecturer	Snr. Lecturer	1/10/00
Mr. Kwame Owusu Sarkodie	Accountant	Snr. Accountant	1/10/00
Mr. Benjamin Oduah Andoh	Asst. Registrar	Snr. Asst. Registrar	1/10/00
Mr. K. Amankwah Karikari	Asst. Registrar	Snr. Asst. Registrar	1/10/00
Dr. Imoro Braimah	Planning Officer	Snr. Planning Officer	1/10/00
Mr. Kwadwo Kyeremeh	Quantity Surveyor	Snr. Quantity Surveyor	1/10/00
Dr.(Mrs) Margaret Frempong	Lecturer	Snr. Lecturer	1/10/01
Mr. Albert Kojo Painstil	Asst. Architect	Architect	1/10/01

DEANSHIP/DIRECTORSHIP APPOINTMENTS

NAME	FACULTY	EFFECTIVE DATE	DURATION
Prof. A. A. Sackey	Social Sciences	1/10/01	2 years
Dr. K. Frimpong-Mensah	IRNR	1/10/01	1 year
Dr. Kodwo Edusei	College of Art	1/10/01	1 year
Dr. E. K. Asiam	UST-SM	1/10/01	1 year

FRESH APPOINTMENT

NAME	STATUS	DEPARTMENT	EFFECTIVE DATE
Mr. W.A. Atuilik	Accountant	Finance Office	1/4/00

VACATION OF POST

NAME	STATUS	DEPARTMENT	EFFECTIVE DATE
Mr. Emmanuel Asiedu	Messenger	Finance Office	4/7/01
Mr. Joseph K. Numanyo	Watchman	Security Services	1/7/01
Agnes Addo	Auditing Asst.	Internal Audit	1/7/01
Mr. Isaac Okang Adjete	Cleaner	Faculty of Science	23/7/01

RESIGNATION

NAME	STATUS	DEPARTMENT	EFFECTIVE DATE
Mr. Frank Gyasi-Owusu	Snr. Admin. Asst.	Photocopy Unit	1/8/01
Miss Beatrice Brayie	Snr. Enrolled Nurse	Univ. Hospital	26/6/00
Mr. E.K. Arthur	Clerk Gd. II	Photocopy Unit	31/8/01
Mr. Albert Owusu- Yeboah	Messenger	Painting & Sculpture	21/9/01
Mr. Samuel Opoku-Afriyie	Messenger	V C's Office	21/9/01
Agnes Offeibea Asiedu	Senior Clerk	Physics	10/11/00
Mr. Osei T. Safo- Kantanka	Porter	Non- Residential Students Hostel	1/11/01

TERMINATION OF APPOINTMENT

NAME	STATUS	DEPARTMENT	EFFECTIVE DATE
Mr. Abdulai Fuseini	Labourer	Maintenance	18/9/01
Mr. Armstrong Arno	Campus Guard Gd III	Security Services	1/9/01

RETIREMENT

NAME	STATUS	DEPARTMENT	EFFECTIVE DATE
Mr. Christian K. Djokoto	Senior Cleaner	Design & General Art Studies	1/10/01

DISMISSAL FROM THE UNIVERSITY

In accordance with statute 35 of the University, the Vice-Chancellor, as the Chief Disciplinary Officer, has withdrawn the following students from the University for examination malpractices.

NAME	FACULTY	YEAR	EFFECTIVE DATE
Nana Bosompem Baah	Geodetic Eng.	II	Immediate Effect
Christian Kpobi	Geological Eng.	II	Immediate Effect
Kofi Amponsah Antwi	IRNR	I	Immediate Effect
Emil Brookman-Amissah	Computer Science	I	Immediate Effect
Richard Clottey Anang	Mathematics	II	Immediate Effect

CHANGE OF NAME

Miss Cynthia Boakye Sarkodee, Senior Administrative Assistant, University Relations Office, has changed her name to Mrs. Cynthia Adu, following her marriage recently.