

GUIDELINES FOR POST-RETIREMENT CONTRACT APPOINTMENT AT THE UNIVERSITY

THE Council of the University at its 204th Meeting held on Friday, August 28, 2009, approved the following Guidelines for Post- Retirement Contract Appointments at the University.

A. General

1. All Post-Retirement Contract Appointments shall be in keeping with the Constitution of Ghana and the enabling Regulations/ Guidelines set forth by the Council of the University.
2. Post-Retirement Contract Appointments shall, under normal circumstances, be reserved for Retired Tenured Staff (Professorial category).
3. Post-Retirement Contract Appointments to the University, like any other Appointments, are the preserve of the Council of the University and discretions for such purposes reside ONLY with the Council.
4. The Terms and Conditions for Post-Retirement Contract Appointments are the sole prerogative of the Council of the University and are subject to review by same without notice.
5. Any Member of Staff applying for Post-Retirement Contract Appointment with the University shall consider such offer as a privilege, with all conditions pertaining thereto, and not as of right.
6. All Applications for Post-Retirement Contract Appointment shall follow the normal procedures for Appointment as laid down by the University.
7. The University shall develop a Succession Policy Plan across board, and also intensify its search for young and new Staff with vigour so as to reduce its total dependence on Retired Contract Staff.
8. The University as part of its Staff Training and Capacity Building Programme shall promote Graduate Studies and encourage the mounting of quality and sustainable Graduate Programmes of Study in all Departments of the University.
9. The University shall offer Graduate Fellowships, through the "Vice-Chancellor's Initiative", to Full-Time brilliant Students/Staff as part of its Staff Development Programme.
10. The University shall seek other forms of cooperation and collaboration through its Linkages and from its own resources for Scholarships, Fellowships and Awards for Overseas Staff Development Programmes.
11. As part of the University's Succession Plan and search for young and enterprising Staff, Full-Time Graduate Students admitted to the University shall be made to apply for **GRADUATE ASSISTANTSHIP** through the School of Research and Graduate

Studies to the Student Financial Services Office (SFSO). Such offers shall form part of the General Advertisement for Graduate Programmes of Study at the University.

**B. Post-Retirement Contract Appointment for Tenured Staff
(Professorial Staff Category)**

1. Consideration for Post-Retirement Contract Appointment shall satisfy the following requirements:
 - a. Evidence of Departmental Needs
 - b. Approved Teaching Load
 - c. Graduate Teaching and Graduate Thesis Supervision
 - d. Research and Development Activities
 - e. Mentorship programme for young Faculty/Staff
 - f. Medical Certification;
2. Evidence of the need for Post-Retirement Contract shall be provided and justified by the Head of Department concerned.
3. Post-Retirement Contract Appointment may be for **TWO YEARS** in the first instance, renewable for another **TWO YEARS**, and thereafter, for another **ONE YEAR**, all subject to Departmental Needs; Staff/Departmental Performance Assessment over each service period; and, Medical Certification.
4. Post-Retirement Contract Appointment after **Age 65** on Part-Time basis may be offered **YEARLY** for up to **AGE 70**, subject to Departmental Needs; Staff/Departmental Performance Assessment after the 5-Year initial service period: and, Medical Certification.
5. Where circumstances permit, Post-Retirement Contract Appointment on **Part-Time** basis may be offered after **age 70** subject to the needs of the University and Applicant's satisfaction of the Requirements for such appointment.

**C. Post-Retirement Contract Appointment for Non-Tenured Staff
(Non-Professorial Staff Category)**

1. Staff in the Non-Professorial Category shall not ordinarily and necessarily attract Post-Retirement Contract Appointment unless time, place and/or other exigencies so dictate.
2. Post-Retirement Contract Appointment for Non-Professorial Category shall be subject to documented and substantiated evidence in respect of the following and/or other purposes:
 - a. Critical Departmental Staffing Needs;
 - b. Appropriate Teaching Load;
 - c. Graduate Teaching and Thesis Supervision;
 - d. Evidence of Research and Development Activity; and,
 - e. Medical Certification.
3. Full-Time Post-Retirement Contract Appointment for Staff at the **SENIOR LECTURER/EQUIVALENT** Grade may be offered for up to **THREE YEARS** on yearly basis, subject to satisfactory performance and current Departmental needs.

- 4 Post-Retirement Contract Appointment on **PART-TIME** basis may be offered to Senior Lecturer/Equivalent Grade for up to **TWO YEARS** on yearly basis, terminating at age 65.
- 5 In exceptional circumstances and/or where laid-down conditions permit, Full-Time Post-Retirement Contract Appointment for Staff at the **LECTURER/EQUIVALENT** Grade may be offered for **ONE YEAR** in the first instance, and renewable for **ONE** additional year, **ONLY**, subject to satisfactory performance at the end of the First year, and current Departmental needs.
- 6 Post-Retirement Contract Appointment on **PART-TIME** basis may be offered to a **LECTURER/EQUIVALENT** Grade for **ONE YEAR ONLY**, terminating at age 63.