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CRITERIA FOR APPOINTMENTS AND PROMOTIONS OF SENIOR MEMBERS - ADMINISTRATIVE AND PROFESSIONAL (REVISED)

1.0 APPOINTMENTS IN THE REGISTRAR'S OFFICES (INCLUDING ESTATE OFFICE AND UNIVERSITY HOSPITAL ADMINISTRATION)

1.1 Assistant Registrar/Assistant Estate Officer/Assistant Hospital Administrator

A candidate for appointment as Assistant Registrar/Assistant Estate Officer/Assistant Hospital Administrator must possess post-graduate degree and/or equivalent professional qualification. A candidate with a Professional Qualification must also have two years relevant post qualification experience in Administration and/or Management.

1.2 Senior Assistant Registrar/Senior Assistant Estate officer/Senior Assistant Hospital Administrator

For appointment to the position of Senior Assistant Registrar/Senior Assistant Estate Officer/Senior Assistant Hospital Administrator, a candidate must have a higher degree as in 1.1 and must have a minimum of four years' experience in University administration or similar position in an analogous institution. An External Assessor's Report shall be required.

1.3 Deputy Registrar/Estate Officer/Hospital Administrator

A candidate applying for the position of Deputy Registrar/Estate Officer/ Hospital Administrator must have served as Senior Assistant Registrar/ Senior Assistant Estate Officer/Senior Assistant Hospital Administrator in a University or an equivalent grade.in analogous institution for a minimum of five years. Two External Assessors' Reports shall be required. The Appointment, which is shall be by interview and the panel shall include one of the Two External Assessors.

1.4 Registrar

The appointment of the Registrar shall be in accordance with the University Act and relevant Statutes of the University.

2.0 APPOINTMENTS IN THE FINANCE /INTERNAL AUDIT/ PROCUREMENT OFFICES

2.1 Accountant/Auditor/procurement Officer

A candidate seeking appointment to the grade of Accountant! Auditor/ Procurement Officer must possess either:

- a. Final Examinations Certificate of any of the following Professional Bodies:

1. Institute of Chartered Accountants (ICA, Ghana)
11. Chartered Association of Certified Accountants (ACCA)
- iii. Chartered Institute of Management Accountants (CIMA)
- iv. Chartered Institute of Purchasing and Supply (CIPS)

OR

- a. A Higher Degree in Accounting and/or Finance
- b. A Higher Degree in Purchasing and Supply and/or Logistics and Supply Chain Management, and/or equivalent qualification.

The Applicant must also have two years of relevant post qualification experience.

2.2 Senior Accountant/Senior Auditor/Senior Procurement Officer

A candidate for appointment as Senior Accountant/Senior Auditor/ Senior Procurement Officer must have a higher degree and/or equivalent Professional qualification as in 2.1. The candidate must also have a minimum of four years relevant post qualification experience in University Administration and/or Management. An External Assessor's Report shall be required.

2.3 Deputy Finance Officer/Deputy Internal Auditor/Director of Procurement

Candidates applying for the position of Deputy Finance Officer/Deputy Internal Auditor/Director of Procurement must have served as Senior Accountant/Senior Auditor/Senior Procurement Officer in a University or an equivalent grade in analogous institution for a minimum of five years. Two External Assessors' Reports shall be required. The Appointment, which is tenure, shall be by interview and the panel shall include one of the Two External Assessors.

2.4 Finance Officer Internal Auditor

The appointment of Finance Officer/Internal Auditor shall be in accordance with the relevant University Statutes.

3.0 APPOINTMENTS IN THE DIRECTORATE OF WORKS AND PHYSICAL DEVELOPMENT

3.1 University Architect/Engineer/Quantity Surveyor

A candidate seeking appointment to the grade of University Architect/Engineer/Quantity Surveyor must possess a higher degree in the relevant area of specialisation (Architecture/Building Technology/Civil Engineering, etc). The candidate shall also be a Member of a Professional Body. The candidate must also have two years of relevant post qualification experience.

3.2 Senior University Architect/Senior Engineer/Senior Quantity Surveyor

A candidate for appointment as Senior University Architect/Senior Engineer/Senior Quantity Surveyor must possess post -graduate degree and/or equivalent professional qualification as in 3.1. The candidate must also have four years relevant post qualification experience in Administration and/or Management. An External Assessor's Report shall be required

3.3 Chief University Architect/Chief Engineer/Chief Quantity Surveyor

A candidate applying for the position of Chief University Architect/ Chief Engineer/Chief Quantity Surveyor must have served as Senior University Architect/Senior Engineer/Senior Quantity Surveyor in a University or an equivalent grade in analogous institution for a minimum of five years. Two External Assessors' Reports shall be required. The Appointment, which is tenure, shall be by interview and the panel shall include one of the Two External Assessors.

3.4 Director of Works and Physical Development

The Appointment of Director of Works and Physical Development shall be in accordance with the relevant University Statutes.

4.0 APPOINTMENTS IN THE UNIVERSITY INFORMATION TECHNOLOGY SERVICES (UITS)/ QUALITY ASSURANCE AND PLANNING UNIT (QAPU) OF THE VICE-CHANCELLOR'S OFFICE

4.1 Appointments in the University Information Technology Services (UITS)

4.1.1 Assistant Systems Analyst

A candidate seeking appointment as Assistant Systems Analyst must possess a Bachelor's Degree in Computer Science or Engineering (Computer, Telecommunications, Electrical/Electronic, Civil, etc). The candidate must also have a minimum of one year post qualification experience in Network Administration.

4.1.2 Systems Analyst

A candidate for the position of Systems Analyst must possess a higher degree in the relevant field and must have a minimum of two years post qualification experience in the relevant area.

OR

The candidate must have worked in the University as Assistant Systems Analyst for a minimum of two years with the relevant qualification and experience.

4.1.3 Senior Systems Analyst

A candidate for appointment as Senior Systems Analyst must possess post-graduate degree and/or equivalent professional qualification as in 4.1.2. The candidate must also have four years relevant post qualification experience in Systems Administration and/or Management. An External Assessor's Report shall be required

4.1.4 Director, University Information Technology Services

A candidate applying for the position of Director, University Information Technology Services must have served as Senior Systems Analyst in a University or an equivalent grade in analogous institution for a minimum of five years. Two External Assessors' Reports shall be required. The Appointment, which is tenure, shall be by interview and the panel shall include one of the Two External Assessors.

4.2 Appointments in the Quality Assurance and Planning Unit (QAPU)

Appointments in the QAPU shall be the same as Appointments in the Registrar's Offices (**Assistant Registrar/Senior Assistant Registrar/Deputy Registrar**).

5.0 APPOINTMENTS IN THE UNIVERSITY HEALTH SERVICES

5.1 Medical Officer/Dental Officer

A candidate seeking appointment as Medical Officer/Dental Officer must be a qualified Medical Officer/Dental Officer registered with the Ghana Medical and Dental Council. The Applicant must also have two years post qualification experience as a Medical Officer.

5.2 Senior Medical Officer/Senior Dental Officer

A candidate for appointment as Senior Medical Officer/Senior Dental Officer must possess post-graduate degree and/or equivalent professional qualification as in 5.1. The candidate must also have four years post qualification experience as a Medical Officer/Dental

Officer or analogous position. An External Assessor's Report shall be required.

5.3 Principal Medical Officer/Principal Dental Officer

A candidate applying for the position of Principal Medical Officer/ Principal Dental Officer must have served as Senior Medical Officer/ Senior Dental Officer in a University or an equivalent grade in analogous institution for a minimum of five years. Two External Assessors' Reports shall be required. The Appointment, which is tenure, shall be by interview and the panel shall include one of the Two External Assessors.

5.4 Pharmacist

A candidate seeking appointment as a Pharmacist should possess the relevant Professional qualification; and must be registered with the Pharmacy Council. The candidate must have a minimum of two years post qualification experience in a University Hospital or analogous institution.

5.5 Senior Pharmacist

A candidate for appointment as Senior Pharmacist must possess post-graduate degree and/or equivalent Professional qualification as in 5.5. The candidate must also have four years relevant post qualification experience in University Hospital Pharmacy or analogous institution. An External Assessor's Report shall be required.

5.6 Pharmacy Superintendent

A candidate applying for the position of Pharmacy Superintendent must have served as Senior Pharmacist in a University or an equivalent grade in analogous institution for a minimum of five years. Two External Assessors' Reports shall be required. The Appointment, which is tenure, shall be by interview and the panel shall include one of the Two External Assessors.

5.7 Director, University Health Services

The Appointment of Director of University Health Services shall be in accordance with the relevant University Statutes.

6.0 APPOINTMENTS IN THE UNIVERSITY SPORTS DIRECTORATE

6.1 Director of Sports

A candidate applying for the position of Director of Sports must possess a Postgraduate Degree or equivalent professional qualification with a minimum of ten years relevant experience.

The candidate must be knowledgeable in Sports Organisation at the University level or analogous institution. The Appointment which is tenure, shall be equivalent to the position of Senior Assistant Registrar.

7.0 APPOINTMENTS IN THE UNIVERSITY BASIC SCHOOLS

7.1 Head, University Basic Schools

A candidate applying for the position of Head, University Basic School must possess a Postgraduate Degree and/or equivalent qualification with a minimum of fifteen years relevant experience in Education Administration and/or Guidance and Counselling. The candidate must be of Assistant Director or equivalent grade and/or above in an analogous institution. The Appointment, which is tenure, shall be equivalent to the position of Senior Assistant Registrar.

8.0 APPOINTMENTS IN THE UNIVERSITY PRINTING PRESS AND PHOTOCOPY UNIT

8.1 Manager of Printing Press/Photocopy Unit

A candidate applying for the position of manager, Printing Press/ Photocopy Unit must possess a Postgraduate Degree in Publishing Studies (Printing Option) and/or equivalent professional qualification with a minimum of four years relevant experience in the Printing.

Publishing industry, The Appointment, which is tenure, shall be equivalent to the position of Senior Assistant Registrar.

9.0 APPOINTMENTS UNDER SPECIAL CIRCUMSTANCES

A candidate who does not satisfy the requisite qualifications but possesses considerable relevant working experience shall be appointed under special circumstances through an interview by the University Appointments and Promotions Committee.

10.0 PROMOTIONS

The Four Composite Assessable Areas for Promotion are:

- a. Ability in Work/Knowledge in Work
- b. Promotion of Work/Application of Knowledge
- c. Human Relations
- d. Service

10.1 Procedure for Promotion

- A. A Member of Staff who wishes to be considered for Promotion shall complete the relevant Application Forms and submit them to the Registrar through the Head of his Unit/Section/Department/ Division.
 - ii. The Head of Unit/Section/Department/Division shall acknowledge receipt of the document and forward the Application together with his written Assessment on the Candidate to the Registrar.
 - iii. The Registrar shall submit all Applications together with his Assessment (where applicable), to the [Administration Appointments and Promotions Committee (AAPC)] after acknowledging receipt of the documents with a copy to the Applicant.
 - iv. The Administration Appointments and Promotions Committee shall forward to the University Appointments and Promotions Committee (UAPC) the following:
 - a) The completed Application Forms of the Candidate;
 - a. The Written Assessment Report of the Head of Unit / Section / Department /Division and (where applicable) of the Registrar; and,
 - b. The Administration Appointments and Promotions Committee's Assessment of Candidate for Promotion or otherwise.

10.2 Assessment for Promotions

10.2.1 Administrative and Professional Staff shall be promoted on the basis of competence

and satisfactory performance in all the Four Composite Assessable Areas with emphasis on Ability in Work/ Knowledge in Work and Promotion of Work/Application of Knowledge. Assessment of the Four Areas shall be as follows:

Exceptional

Very Good

Above Average

Adequate

10.2.2 For promotion from Assistant Registrar and Equivalent to Senior Assistant Registrar and Equivalent, candidate shall have a minimum of above average in three Areas of Assessment and Very Good in either Ability in Work/Knowledge in Work or Promotion of Work / Application of Knowledge.

10.2.3 For promotion from Senior Assistant Registrar and Equivalent to Deputy Registrar and Equivalent, candidate shall have a minimum of very good in all four Assessable Areas.

11.0 GUIDELINES FOR ASSESSMENT

The assessment of candidates for promotion to respective grades shall be guided by the Four Assessable Areas, namely:

- i. Ability in Work/Knowledge in Work
- ii. Promotion of Work/Application of Knowledge
- iii. Human Relations
- IV. Service

11.1 Norms for Assessment

Each of the Four Areas of Assessment shall be assessed for purposes of promotion, using one of the following Four Levels:

Exceptional

Very Good

Above Average

Adequate

11.2 Mode of Assessment in the Registrar's Offices (including Estate, Basic Schools, Quality Assurance and Planning Unit (QAPU))

11.2.1 Ability in Work/Knowledge in work Ability in Work/Knowledge in Work shall include the following:

- a. Knowledge of Administrative Procedures, current administrative trends including relevant Government Administrative Policies and Guidelines
- ii. Ability to work on one's own
- III. Initiative, resourcefulness and drive
- rv, Quality of work
- IV. Sense of responsibility
- v. Capacity for sustained work
- VI. Servicing of Committees (preparation of materials for Meetings, contributions at Meetings, writing of Minutes and Reports including Action on Minutes, etc.)
- VII. Supervision of subordinate Staff/Development of human capital

11.2.2 Promotion of Work/Application of Knowledge

Promotion of Work/Application of Knowledge shall include:

Written Reports Papers; Memoranda on Administrative matters and issues; and any other relevant Publications (if any). Articles/Papers published in Refereed Journals shall be an added advantage.

In assessing Promotion of Work, the candidate's Papers (written Reports/ Memos/ Proposals/Publications, etc) shall provide evidence of any of the following:

- Must lead to a change in policy;
- Must have impact on management and must advance the cause of policy direction;
- Must impact on policy implementation;
- Must lead to initiation and or innovation of a new product or new policy directive;
- A minimum of four (4) Papers shall be required for Promotion from Assistant Registrar to Senior Assistant Registrar and equivalent grade;
 - a minimum of six (6) Papers shall be required for Promotion from Senior Assistant Registrar to Deputy Registrar and equivalent grade.

Papers already considered for Promotion from Assistant Registrar and equivalent to Senior Assistant Registrar and equivalent shall not be counted towards Promotion from Senior Assistant Registrar and equivalent to Deputy Registrar and equivalent.

11.2.3 Human Relations

Human Relations shall include:

Good image and comportment in dealing with colleagues, Staff and the public.

11.2.4 Service

Service to the Community shall include:

Contributions to the University community; the Local, National and International communities other than one's schedule of duties.

11.3 Mode of Assessment in the Finance Office/Internal Audit

11.3.1 Knowledge of Work/Ability in Work

1. The extent to which the candidate's work reflects current development and skills in accountancy, finance and management information systems;
2. The extent to which the candidate enforces financial and related regulations of the University in the execution of his duties; and,
3. Ability of candidate to adapt to changes in government legislative directives and policies in the discharge of duties.

11.3.2 Application

1. Competence in the performance of the candidate's duties; evidence of competence could include:
 - a. Accuracy of Work;
 - b. Timely Delivery of Reports;
 - c. Firm grasp of Accounting/Auditing Policies.

1. Development by the candidate of effective Control Accounting System;
2. Quality of Advice.
 - a. Ability to provide sound financial advice to various University Committees and Units, as evidenced by contributions either orally or written at meetings;
 - b. Quality of Memoranda or Reports, a minimum of FIVE (5) prepared for management attention to initiate policy changes with respect to achieving objectives of institution shall be required for promotion from Senior Accountant to Deputy Finance Officer.
 - iv. Ability to handle and control subordinate staff.

11.3.3 Human Relations

Human Relations shall include:

Good image and comportment in dealing with colleagues, Staff and the public.

11.3.4 Service

Service to the Community shall include:

Contributions to the University community; the Local, National and International communities other than one's Schedule of Duties.

11.4 Mode of Assessment in the Development Office

11.4.1 Knowledge of Work/Ability in Work

1. Up-to-date knowledge in technical and professional matters;
11. Knowledge of technical specifications/codes; and,
- iii. Knowledge of Government legislation.

11.4.2 Application of Knowledge/Promotion of Work

Competence in handling pre- and post-contract services reliably and promptly.

1. Pre-Contract Services:
 - a. Advising clients;
 - b. Developing of briefs;
 - c. Design-sketch and services, etc;
 - d. Preparation of working drawings; and,
 - e. Preparation of Bills of quantities and tender documents.
11. Post-Contract Services:
 - a. Advising contractors;
 - b. Supervising service, projects, etc, and valuation and preparation of certificates;
 - a. Handing over of projects to the client;
 - b. Giving initial guidance on maintenance of projects; and,
 - c. Preparation of final accounts on projects.

11.4.3 Human Relations

Human Relations shall include:

Good image and comportment in dealing with colleagues, Staff and the public.

11.4.4 Service

Service to the Community shall include:

Contributions to the University community; the Local, National and International communities other than one's Schedule of Duties.

11.5 Mode of Assessment in the University Information Technology Services (UITS)

11.5.1 Ability in Work/Knowledge of Work

1. Up-to-date knowledge in ICT generally;
- II. Knowledge of technical specifications involving networking, internet connectivity, etc;
- III. Capacity for sustained work;
- IV. Ability to work on one's own.

11.5.2 Promotion of Work/ Application of Knowledge

Written Reports/Memoranda on ICT related issues. The Reports must lead:

- a. Change in policy;
- b. Impact on policy implementation
- c. Initiative in effectively managing the ICT resources of the University.

11.5.3 Human Relations

Human Relations shall include:

Good image and comportment in dealing with colleagues, Staff and the public.

11.5.4 Service

Service to the Community shall include:

Contributions to the University community; the Local, National and International communities other than one's schedule of duties.

11.6. Mode of Assessment in the University Hospital

11.6.1 Ability in Work/Knowledge of Work

- i. Up-to-date knowledge in the chosen field;
- II. Ability to work on one's own;
- III. Initiative, resourcefulness and drive;
- IV. Capacity to work under pressure; and,
- v. Quality of advice to patients.

11.6.2 Promotion of Work/Application of Knowledge

Written Reports on new trends in medicine/pharmacy which could lead to:

- i. Better management of patients; and
- ii. Prevention of avoidable diseases.

11.6.3 Human Relations

Human Relations shall include:

Good image and comportment in dealing with colleagues, Staff and the public.

11.6.4 Service

Service to the Community shall include:

Contributions to the University community; the Local, National and International

communities other than one's Schedule of Duties.

12.0 APPOINTMENT OF EXTERNAL ASSESSORS

An External Assessor shall be invited to assist the University Appointments and Promotions Committee in the appointment of a Deputy Registrar/Analogous Position. Two External Assessors Reports shall be required for the Candidate, one of whom shall be present at the Meeting. For the position of Senior Assistant Registrar/Analogous Positions, an External Assessor's Report shall be required.

. 13.0 PROMOTIONS IN THE REGISTRAR'S OFFICES (INCLUDING ESTATE OFFICE/QAPU AND UNIVERSITY HOSPITAL ADMINISTRATION)

13.1 Assistant Registrar/Assistant Estate Officer/Assistant Hospital Administrator to Senior Assistant Registrar/Senior Assistant Estate Officer/Senior Assistant Hospital Administrator

- a. The candidate must have served in the University or analogous institution for a minimum of four years.
- b. The candidate must have a favourable Assessment by the Head of Unit / Section/Department/Division and the Registrar [where applicable)
- c. The candidate must have a favourable assessment by an External Assessor.

13.2 Senior Assistant Registrar/ Senior Assistant Estate Officer/Senior Assistant Hospital Administrator to Deputy Registrar/Estate Officer/Hospital Administrator

The Position shall be by Appointment only, through Advertisement.

- a. The candidate must have served as Senior Assistant Registrar/ Senior Estate Officer/Senior Assistant Hospital Administrator or equivalent grade in the University or analogous institution for-a minimum of five years.
- b. The candidate must have a favourable Assessment by the Registrar (where applicable).
- c. The candidate must have a favourable Assessment by Two (2) External Assessors.
- d. The candidate must pass an interview.
- f. The position shall be a tenured position.

14.0 PROMOTIONS IN FINANCE OFFICE/INTERNAL AUDIT/PROCUREMENT OFFICE

14.1. Accountant! Auditor/Procurement Officer to Senior Accountant/ Senior Auditor/Senior Procurement Officer

- a. The candidate must have served as Accountant/Auditor/ Procurement Officer in the University or analogous institution for a minimum of four years.

- b. The candidate must have a favourable Assessment by the Head of Unit/Section/Department/Division.
- c. The candidate must have a favourable Assessment by an External Assessor.

14.2 Senior Accountant/Senior Auditor/Senior Procurement Officer to Deputy Finance Officer/Deputy Internal Auditor/Director of Procurement

- a. The Position shall be by Appointment only, through Advertisement.
- b. The candidate must have served as Senior Accountant/Senior Auditor/Senior Procurement Officer or equivalent grade in the University or analogous institution for a minimum of five years.
- c. The candidate must have a favourable Assessment by the Finance Officer/Internal Auditor.
- d. The candidate must have a favourable Assessment by Two (2) External Assessors.
- e. The candidate must pass an interview.
- f. The position shall be a tenured position.

15.0 PROMOTIONS IN THE DIRECTORATE OF WORKS AND PHYSICAL DEVELOPMENT

15.1 Architect/Quantity Surveyor/Engineer to Senior Architect/Senior Quantity Surveyor/Senior Engineer

- a. The candidate must have served as Architect/Quantity Surveyor/ Engineer in the University or analogous institution for a minimum of four years.
- b. The candidate must have a favourable Assessment by the Head of Section/Unit/Department.
- c. The candidate must have a favourable Assessment by an External Assessor.

15.2 Senior University Architect/Senior Engineer/Senior Quantity Surveyor to Chief Architect/Chief Engineer/Chief Quantity Surveyor The Position shall be by appointment only, through Advertisement.

- a. The candidate must have served as Senior University Architect/ Senior Engineer/Senior Quantity Surveyor or equivalent grade in the University or analogous institution for a minimum of five years.
- b. The candidate must have a favourable Assessment by the Director of Works and Physical Development.
- c. The candidate must have a favourable Assessment by Two (2) External Assessors
- e. The candidate must pass an interview
- f. The position shall be a tenured position.

16.0 PROMOTIONS IN THE NETWORK OPERATING CENTRE

16.1 Assistant Systems Analyst to Systems Analyst

- a. The candidate must have served as Assistant Systems Analyst in the University or analogous institution for a minimum of two years.

- b. The candidate must have served as Assistant Systems Analyst in the University or
- c. The candidate must have a favourable Assessment by the Head of Section/Unit/Department and the Registrar (where applicable).

16.2 Systems Analyst to Senior Systems Analyst

- a. The candidate must have served as Systems Analyst in the University or analogous institution for a minimum of four years.
- b. The candidate must have a favourable Assessment by the Head of Section/Unit/Department.
- c. The candidate must have a favourable Assessment by an External Assessor.

16.3 Senior Systems Analyst to Director of Network Operation Centre

- a. The Position shall be by appointment only, and through Advertisement.
- b. The candidate must have served as Senior Systems Analyst or equivalent grade in the University or analogous institution for a minimum of five years.
- c. The candidate must have a favourable Assessment by Head of Department.
- d. The candidate must have a favourable Assessment by Two (2) External Assessors.
- e. The candidate must pass an interview.
- f. The position shall be a tenured position.

16.4 Promotion in the Quality Assurance and Planning Unit (QAPU)

The Requirements for Promotion of Staff in the Quality Assurance and Planning Unit shall be the same as Staff of the Registrar's Offices.

17.0 PROMOTIONS IN THE UNIVERSITY HEALTH SERVICES

17.1 Medical Officer/Dental Officer to Senior Medical Officer Senior Dental Officer

- a. The candidate must have served as Medical Officer/Dental Officer in the University Hospital or analogous institution for a minimum of four years.
- b. The candidate must have a favourable Assessment by the Head of Section/Unit/Department.
- c. The candidate must have a favourable Assessment by an External Assessor.

17.2 Senior Medical Officer/Senior Dental Officer to Principal Medical Officer/ Principal Dental Officer

- a. The position shall be by appointment only, and through Advertisement.
- b. The candidate must have served as Senior Medical Officer/Senior Dental Officer in the University Hospital or equivalent grade in an analogous institution for a minimum of five years.
- c. The candidate must have a favourable Assessment by the Head of Department.
- d. The candidate must have a favourable Assessment by Two (2) External Assessors.

- e. The candidate must pass an interview.
- f. The Position shall be a tenured position.

17.3 Pharmacist to Senior Pharmacist

- a. The candidate must have served as Pharmacist in the University Hospital or analogous institution for a minimum of four years.
- b. The candidate must have a favourable Assessment by the Head of Section/Unit/Department.
- c. The candidate must have a favourable Assessment by an External Assessor.

17.4 Senior Pharmacist to Pharmacy Superintendent

The position shall be by appointment only, through Advertisement.

- a. The candidate must have served as a Senior Pharmacist in the University Hospital or equivalent grade in an analogous institution for a minimum of five years.
- b. The candidate must have a favourable Assessment by Head of Department.
- c. The candidate must have a favourable Assessment by Two (2) External Assessors.
- d. The candidate must pass an interview.
- f. The position shall be a tenured position.

18.0 PROMOTIONS UNDER SPECIAL CIRCUMSTANCES

A candidate who does not satisfy the requisite qualifications but possesses considerable relevant working experience shall be promoted under special circumstances through interview by the University Appointments and Promotions Committee (UAPC).

ADDENDUM
TO THE CRITERIA FOR APPOINTMENTS & PROMOTIONS
[SENIOR MEMBERS - ADMINISTRATIVE AND PROFESSIONAL]

- a. Assessment of Applications for promotion from ASSISTANT REGISTRAR OR EQUIVALENT GRADE TO SENIOR ASSISTANT REGISTRAR OR EQUIVALENT GRADE shall, as much as possible, be done INTERNALLY (within Ghana, but external to the University), unless otherwise stated;
- ii. To ensure transparency and speedy processing of Applications, the following shall form part of the procedures contained in the Criteria:
 - a. The Head of Unit/Section/Department/Division, upon receipt of an Application, shall acknowledge receipt of same to the Applicant copied to the Registrar;
 - b. The Administration Appointments and Promotions Committee (AAPC) shall inform the Applicant and the Registrar of the receipt of Application and arrangements for consideration of same;
 - c. The University Appointments and Promotions Committee (UAPC) shall acknowledge receipt of Applications from the AAPC copied to the Candidates concerned;
 - d. The Secretary to the UAPC shall periodically update candidates on the status of their Applications and any arrangements thereof;
 - e. A final decision on the status of an Application shall be communicated to the Applicant by the UAPC within FIFTEEN MONTHS to TWENTY FOUR MONTHS of receipt of Application; and,
 - f. There shall be an option for the conclusion of a promotion process after the respective deadlines through the constitution of a panel (including External Assessors) by the UAPC of the University.