

## **MAJOR DECISIONS OF THE COUNCIL OF THE UNIVERSITY**

THE COUNCIL of the University, during the period under review (March 2008 - July 2010), held a number of Meetings. The following major policy decisions which were taken by Council are published for the information of the University Community.

### **199<sup>TH</sup> MEETING (MARCH 14, 2008)**

#### **Merger of the Standing and Finance Committees of Council**

Council considered and adopted a Resolution for the formal amendment of Schedules B3.1 and B3.2 of the University Statutes to merge the Standing and Finance Committees, respectively, into the **Standing and Finance Committee of Council**.

### **200<sup>TH</sup> MEETING (JUNE 26, 2008)**

#### **Appointment of Deans/Directors to Schools/Faculties/Institutes**

Council considered and approved the restoration of the mechanism for Deanship Appointment to the School of Medical Sciences, which was by Appointment by the Council of the University on the recommendation of the University Appointments and Promotions Committee (UAPC) through advertisement and interview of qualified Candidates. It also gave concurrent approval for the appointment of Deans/Directors to Schools/Faculties/institutes etc, including newly established ones that, in the considered opinion of the University Administration, deserved to be so, the existing Statutes notwithstanding.

Decision on UMaT Guesthouse and Payment of Pensions to Retired KNUST Staff at UMaT Council considered the Reports in respect of the above and decided as follows:

#### **i. Compensation Package for UMaT Guesthouse**

That, since, among others, the facility was a University property that was being used as a Guesthouse by UMaT, then a constituent College of the University, the Guesthouse should revert to the University without compensation.

#### **ii. Payment of Pensions to Retired KNUST Staff**

That, UMaT should continue to keep the Retired Staff on their Payroll in so far as the Central Government was responsible for payment of Pensions.

### **203<sup>RD</sup> MEETING (SEPTEMBER 12, 2008)**

#### **Appointment of Pro Vice-Chancellor**

Council considered the Reports on the Elections and unanimously appointed PROFESSOR WILLIAM OTOO ELLIS as PRO VICE- CHANCELLOR of the University for a TWO-YEAR TERM - JANUARY 01, 2009 - DECEMBER 31, 2010.

### **204<sup>TH</sup> MEETING (AUGUST 28, 2009)**

#### **Beautification of the University Main Entrance**

Council noted with appreciation the tremendous efforts being made by Management to address its concerns about the state of the University Main Entrance. It also acknowledged the support of the Benefactor who was' sponsoring the Project and gave approval for the University to contribute to the financing in order to ensure the successful completion of the Project.

#### **Upgrading of the Legal and Welfare Section into a Division of the Registrar's Offices**

To promote efficient service delivery, particularly in the area of Employee Assistance Programmes, and to facilitate cost effective and efficient legal services at the University,

Council considered and approved the establishment of the Legal and Welfare Division of the Registrar's Offices with the following Sections:

- i. Legal and Welfare;
- ii. Insurance and Security; and,
- iii. Fire and Safety.

Guidelines for Post-Retirement Contract Appointments at the University in considering the Guidelines, Council, among others, noted with concern the blatant abuse of the Post-Retirement Contract Appointment Facility. Council also discussed the adverse implications of the facility on Staff development, in particular, and the lack of a policy guiding the University in its Staff Succession Plan. Council, therefore, Approved the following Guidelines for Post-Retirement Contract Appointments at the University:

### **1.0 Criteria for Appointment**

Consideration for Post-Retirement Contract Appointment shall satisfy the following Criteria:

- a. Post-Retirement Contract Appointment in the University shall normally be reserved for Retired Tenured Staff of the University (Professorial Grade);
- ii. Non-Tenured Staff of the University (Non-Professorial Staff Category) shall not necessarily and ordinarily attract Post- Retirement Contract Appointment unless the exigencies so dictate and shall be subject to documented and duly substantiated Evidence of the necessity to do so;
- iii Evidence of critical Departmental Staff Needs (To be provided and justified by Head of Department);
- iv Appropriate Teaching Load;
- v Graduate Teaching and Thesis Supervision;
- vi Evidence of Research and Development Activities;
- vii Mentorship programme for young Faculty Staff and equivalent; and,
- viii Medical Certification of Applicant's suitability or otherwise.

### **2.0 Classification and Duration of Contract Appointment**

#### **2.1 Professor and Equivalent**

- a. Post-Retirement Contract Appointment may be granted for TWO (2) YEARS in the first instance, renewable for another Two Years, and, thereafter for One Year (1), all subject to satisfactory Performance Assessment and regard to the Criteria for Contract Appointments:
- ii. **FULL-TIME** Post-Retirement Contract Appointment may be granted after **age 65 on YEARLY BASIS for up to AGE 70**, subject to Staff Performance Assessment after the 5-Year initial service period; and, satisfaction of the Criteria for Contract Appointments; and,
- iii. 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 Appointments.

#### **2.2 Associate Professor and Equivalent**

- a. Post-Retirement Contract Appointment may be granted for TWO (2) YEARS in the first instance, renewable for another Two Years, and, thereafter for One (1) Year, all

subject to satisfactory Performance Assessment and regard to the Criteria for Contract Appointments; and,

- ii. **PART-TIME** Post-Retirement Contract Appointment may be offered after **age 65 on YEARLY BASIS for up to Age 70**, subject to Staff Performance Assessment after the 5-Year initial service period and satisfaction of the Criteria for Contract Appointments.

### **2.3 Senior Lecturer and Equivalent**

- a. Post-Retirement Contract Appointment may be granted for **ONE YEAR** in the first instance; and, renewable on **YEARLY BASIS** for up to **THREE (3) YEARS**, subject to yearly satisfactory Performance Assessment and regard to the Criteria for Contract Appointments; and,
- ii. **PART-TIME** Post-Retirement Contract Appointment may be offered for up to **TWO (2) YEARS on YEARLY BASIS**, terminating at age 65, subject to needs of the University and Applicant's satisfaction of the requirements for such Appointments.

### **2.4 Lecturer and Equivalent**

- a. Post-Retirement Contract Appointment may be granted for **ONE (1) YEAR** in the first instance, and renewable for **ONE** additional year, **ONLY**, subject to satisfactory Performance Assessment and regard to the Criteria for Contract Appointments; and,
- ii. Post-Retirement Contract Appointment on **PART-TIME BASIS** may be offered for **ONE (1) YEAR, ONLY**, terminating at age 63.

### **Review of Existing Owner-Occupier Facility/Housing Allowance**

In tandem with the **Harmonized Schedule of Allowances for Public Universities of Ghana**, Council considered and approved an upward review of the **EXISTING** Owner-Occupier Housing Facility from 20% to 50% of Basic Salary for qualified Full-Time Staff living in their respective private residence. Council also approved for current full-time qualified Staff and Staff on first appointment to the University who are not in University Residential Facilities, and/or not provided with any form of Accommodation by the University to be paid **40%** of Basic Salary as **Housing Allowance in lieu of Accommodation**.

**Appointment of a Special Committee of Council to Review the Act and Statutes of the University.** In order to assist the University to respond to the changing trends and dynamics of international education and to situate its mandate in the context of the national developmental agenda, among others, Council, by the powers conferred on it by the University Act, appointed a Special Committee, under the Chairmanship of Paapa Dadson, Esq., of Dadson and Associates, Kumasi, to review the Act and Statutes of the University.

### **Construction of a VIP Ward for the University Hospital**

Council considered and approved a loan facility of GH¢1.4m for the construction of a **VIP WARD** at the University Hospital. The purpose of the loan would be to help in the improvement of facilities at the Hospital; strengthen the capacity of the Hospital in meeting new challenges in the health delivery sector; and, enhance patient comfort at the Hospital.

### **Fee Rebate for Staff Children Admitted to Programmes of Study at the University**

Council considered and adopted the following Guidelines for the University in applying Fee Rebates for Staff Children with effect from the 2009/2010 Academic Year:

- a. That, Members of Staff whose registered Biological Children decline Concessionary Admissions and/or voluntarily opt for different Programmes of Study as Fee-Paying Candidates **shall not enjoy any Fee Subsidy;**
- ii. That, Members of Staff whose registered Biological Children are admitted to Programmes of Study **that are in themselves Fee- Paying Programmes shall enjoy a 50% Fee Subsidy;**
- iii. That, Staff Children admitted to such Programmes of Study shall fall within the quota approved for such purposes for the year under review;
- iv. **That, the Fee Subsidy granted shall be for the total duration of the Programme of Study;** That, the Fee Subsidy Facility shall be applicable to ONLY registered Biological Children of **FULL TIME STAFF** of the University;
- vi. That, Staff applying for the Fee Subsidy shall fill the appropriate **FORMS** obtainable at **THE REGISTRAR'S OFFICES (HUMAN RESOURCES DEVELOPMENT DIVISION)** and submit same to the Registrar, for necessary action; and,
- Vii. That, the facility shall be limited to only Undergraduate Programmes of Study at the University.

#### **204<sup>TH</sup> MEETING (AUG. 28, 2009)/206<sup>TH</sup> MEETING (DEC. 16, 2009)**

##### **Criteria for Appointments and Promotions**

- i. **Senior Members [Academic]**
- ii. **Senior Members [Administrative and Professional]**

Council at its 204<sup>th</sup> and 206<sup>th</sup> Meetings, respectively, considered and approved the respective Reports and Criteria for Appointments and Promotions of Senior Members of the University. Council further directed Management to initiate the necessary processes to ensure that the respective changes were brought in line with the relevant Regulations of the University.

Appointment of Assistant Lecturers and Equivalent Council considered and approved the Report on the Criteria for Appointments and Promotions of Senior Members (Academic) and accepted the Recommendation for the reintroduction of the Appointment of **ASSISTANT LECTURER** and **EQUIVALENT**. as part of the mechanisms for Staff development and capacity building in the University. Thus, an Applicant with a Master's degree and/or equivalent qualification but without requisite Teaching/Research and equivalent experience shall be appointed as **ASSISTANT LECTURER** and/or **EQUIVALENT** for **TWO YEARS** after which the Applicant may be considered for **LECTURERSHIP** and/or **EQUIVALENT** position.

##### **Appointment of Adjunct Faculty and Equivalent Staff**

Council considered and approved the recommendation for the appointment of **ADJUNCT FACULTY** and **EQUIVALENT** as it is with the existing Visiting Faculty and Equivalent Appointments. The Adjunct faculty would offer industry and allied institutional practitioners with the requisite academic and/or professional qualifications to be appointed to the respective positions to assist with Teaching/Research and other related activities at the University while maintaining their respective established appointments and/or portfolios at their respective places of work. Adjunct Appointees shall receive commensurate remuneration.

##### **Appointment of Registrar**

Council, in considering the Report on the Criteria for Appointments and Promotions of Senior Members (Administrative and Professional), acknowledged that the current practice of

Fixed Term of Office for the **Registrar and Heads of other Administrative and Professional Offices** of the University was inimical to the effective and efficient management and administration of the University. Council further accepted the considered view that the appointment of the Registrar should, for good reason, revert to the provisions enshrined in the University Act and the previous Statutes of the University before the coming into force of the 2004 Statutes. Council, by the powers conferred on it by the Act of the University, therefore, Approved the Recommendations that, in view of the fact that by the provisions of the Act and Statutes of the University, the position was by Appointment, the position and status of the **Registrar** shall revert to the status quo before 2004.

### **Appointment of Heads of other Administrative and Professional Offices of the University**

Council considered and accepted the view that the Fixed Term of Office of the Heads of other Administrative and Professional Offices of the University, namely:

- i. Finance Office;**
- ii. Works and Physical Development;**
- iii. University Library;**
- iv. University Health Services, and,**
- v. Internal Audit**

did not augur well for the smooth administration of the University and should, therefore be reviewed. Council, Accordingly, directed Management to submit a Paper on the matter for its consideration.

### **Review of Establishments and Positions**

In order to promote Staff career development and to assure Staff productivity and meaningful contribution to the cause of the University, Council considered and approved the Recommendations of the Report on the Criteria for Appointments and Promotions of Senior Members (Administrative and Professional) for the following Career progressions in the respective Establishments:

#### **a. Estate Organization**

- i. Assistant Estate Officer
- ii. Senior Assistant Estate Officer
- iii. Estate Officer

#### **a. University Health Services - Pharmacy**

- i. Pharmacist
- ii. Senior Pharmacist
- iii. Superintendent Pharmacist

#### **a. University Health Services - Medical and Dental Officers**

- i. Medical Officer/Dental Officer
- ii. Senior Medical Officer/Senior Dental Officer
- iii. Principal Medical Officer/Principal Dental Officer

#### **a. University Health Services - Administration**

- i. Assistant Hospital Secretary
- ii. Senior Assistant Hospital Secretary
- iii. Hospital Secretary

**e. University Printing Press/Photocopy Unit**

Managers of the University Printing Press and the Photocopy Unit shall be appointed to Senior Member positions as it pertains at the University Basic Schools.

**Establishment of New Administrative and Professional Offices and Positions**

Council considered and approved the Recommendations of the Report on the Criteria for Appointments and Promotions of Senior Members (Administrative and Professional) for the establishment of new Offices and/or Positions:

**i. University Procurement Office**

The Procurement Office, established in accordance **with** the Financial Administration Laws of 2006, and headed by a **Director** of Procurement, shall be an independent Office with direct responsibility to the Vice- Chancellor. The Office shall have, among others, Senior Members of Staff with the following designations:

- a. Procurement Officer
- b. Senior Procurement Officer
- c. Director of Procurement

**ii. University Health Services - Administration**

Deputy Director of Health Services

**iii. University Directorate of Sports (UDS)**

Director of Sports

**iv. University Information and Technology Services (UITS)**

- i. Assistant Systems Analyst
- ii. Systems Analyst
- iii. Senior Systems Analyst
- iv. Director, University Information and Technology Services

**Appointment of Committee of Experts for the Funding of the University's Accelerated Development**

Council considered and accepted the Memo on the Current Financial Status of the University which, among others. Highlighted the need to identify feasible and sustainable mechanisms for funding the University's development programmes. Council. therefore, appointed a Special Committee of Experts under the chairmanship of Dr. Kofi Kodua Sarpong, Former Chief Executive Officer, Tema Oil Refinery, to explore and develop new strategies and synergies that would help mobilize and generate funds for the programmes of the University.

**Maintaining KNUST's Status as a Leading Science and Technology University in Ghana and Africa**

Council noted with concern the apparent loss of the University's focus as a science and technology institution. Council was of the considered view that the University should strenuously address these imbalances in the hope of safeguarding its prominent status as the lead science and technology institution in Ghana. Council. therefore. directed the Administration to constitute a Working Group to help design an appropriate institutional framework to promote and sustain the University's prominence, as encapsulated in its vision statement - **to advance knowledge in Science and Technology for sustainable development in Africa.**

## **207<sup>TH</sup> MEETING (MARCH 26, 2010)**

### **Establishment of Accra Campus of the University**

Council considered the Memo on the Accra Campus and adopted a Resolution for the establishment of an ACCRA CAMPUS of the University to, among others, open up greater access to science and technology education and training and to serve as the University's VIRTUAL CAMPUS to coordinate and promote its Distance and Life-long Learning Programmes across the country.

### **Establishment of Kumasi City Campus**

Council considered the Memo on the Establishment of Kumasi City Campus and the potential benefits to be derived from the change in the use of the University's Nhyiaeso properties in Kumasi. Council, therefore, adopted a Resolution to convert the properties into the University's KUMASI CITY CAMPUS. The City Campus would, among others, serve as the Distance Learning Centre and Offices of the Institute of Distance Learning (IDL); and, Graduate Centre for the University's Business School (KSB).

### **Harmonized Schedule of Allowances for Public Universities of Ghana**

Council considered and ratified the recommendations from the Standing and Finance Committee of Council in respect of the Harmonized Schedule of Allowances for Public Universities of Ghana with effect from April 01, 2010.

## **207<sup>TH</sup> MEETING (MARCH 26, 2010)/210<sup>TH</sup> MEETING JULY 09, 2010)**

### **Review of the Collegiate System**

In order to facilitate and promote efficient and cost-effective management of the Academic activities of the University; and, to ensure and safeguard the proper harnessing and utilization of the University's limited resources for effective teaching and learning, Council, by the powers conferred on it by the Act of the University, considered and approved the Report of the Committee appointed to review the Collegiate System. In approving the Report, Council took cognisance of the relevant provisions of the University Statutes and directed that the necessary processes should be effected to ensure a smooth transition. These changes shall take effect from the 2010/2011 Academic Year (August 01, 2010)

### **1.0 Academic and Administrative Structures of the Colleges**

The Colleges of the University shall operate a combination of **3-TIER and 2-TIER Academic and Administrative Structures** as follows:

#### **1.1 Three Tier System (Provost/Dean/Head)**

- i. College of Agriculture and Natural Resources
- ii. College of Health Sciences
- iii. College of Art and Social Sciences

### **The Faculties of Fine Art and Industrial Art shall be combined to form the FACULTY OF ART.**

#### **1.2 Two Tier System [Provost/Head]**

- i. College of Architecture and Planning
- ii. College of Engineering
- iii. College of Science

### **2.0 Composition of College Boards and Committees**

#### **2.1 College Boards**

- Provost
- Deans/Directors (Where Applicable)

- Heads of Department
- Two (2) Elected Full-Time Professorial Members
- Two (2) Elected Full-Time Non-Professorial Members not below the rank of Senior Lecturer
- One (1) Cognate College Member
- College Librarian
- College Registrar **Member/Secretary**
- Two (2) Elected Student Representatives [One (1) for Undergraduate Students and One (1) for Postgraduate Students, respectively]
- College Accountant.

### **In Attendance**

- College Examinations Officers (**Where Applicable**)

### **2.2 College Appointments and Promotions Sub-Committee Core Members**

- Provost
- Three (3) Most Senior Full-Time Professorial Members
- One (1) Cognate College Member of Full-Time Professorial rank
- College Registrar **Member/Secretary**

### **Co-opted Members**

- Dean/Director of Candidate under consideration (**Where Applicable**)
- Head of Department of Candidate under consideration (**Where Applicable**).

### **2.3 Faculty/School/Institute Boards (Where Applicable)**

- Dean/Director
- Heads of Department
- All Professorial Members of the Faculty/School/Institute
- One Elected Non-Professorial Member not below the rank of **Senior Lecturer**
- Faculty/Institute Representative on the College Board (**Where Applicable**)
- One (1) Cognate Faculty Member
- Two (2) Elected Student Representatives [One (1) for Undergraduate Students and One (1) for Postgraduate Students, respectively]
- Senior/Assistant Registrar **Member/Secretary**

### **In Attendance**

- Faculty Examinations Officer (**Where Applicable**)

### **2.4 Departmental Boards**

- Head of Department
- All Senior Members (Academic)
- One Elected Student Representative (**Where Applicable**)
- Chief/Principal/Senior Administrative Assistant - **Secretary**

## **3.0 Composition of University Boards and Committees**

### **3.1 Academic Board**

The Membership of the Board shall be as follows:

- Vice-Chancellor



- Pro Vice-Chancellor
- Registrar
- Provosts of Colleges
- University Librarian
- Dean, School of Graduate Studies (SGS)
- Dean, International Programmes Office (IPO)
- Dean of Students (DoS)
- Dean, Institute of Distance Learning (IDL)
- One (1) Elected Full-Time Professorial Member from each College
- One (1) Elected Full-Time Non-Professorial Member from each College not below the rank of **Senior Lecturer**
- Two (2) Student Representatives [One (1) for Undergraduate Students and One (1) for Postgraduate Students, respectively]
- Senior Members of Council who, by status, are not Members of the Academic Board.

#### **In Attendance**

- College Registrars
- College Examinations Officers (**Where Applicable**)
- Deputy Registrar (Academic Affairs) **Secretary**

#### **3.2 Executive Committee**

- Vice-Chancellor
- Pro Vice-Chancellor
- Registrar
- Provosts
- Dean, School of Graduate Studies (SGS)
- Dean, International Programmes Office (IPO)
- Dean of Students (DoS)
- Dean, Institute of Distance Learning (IDL).
- Finance Officer
- University Librarian
- Two (2) Elected Academic Board Representatives

#### **In Attendance**

- Deputy Registrar (Academic Affairs) **Secretary**

#### **3.3 Administration Committee**

In recognition of the importance of regular interaction and consultations between and among the Principal Administrative and core Management Personnel of the University; and, to give force of authority to the decisions of the Administration Committee, among others, Council approved the formal establishment of the **ADMINISTRATION COMMITTEE** as a **STATUTORY COMMITTEE** of Council. The Membership shall be as follows:

- Vice-Chancellor
- Pro Vice-Chancellor
- Registrar
- Finance Officer

### **In Attendance**

- Director of Works and Physical Development
- Internal Auditor
- Deputy Registrar (General Administration)
- Assistant Registrar (Registrar's Office)
- Assistant Registrar (Vice-Chancellor's Office) - **Secretary**

### **4.0 OTHER STATUTORY COMMITTEES OF THE UNIVERSITY**

The Membership and Functions of all other Statutory Committees of the University are currently under review. The final decision of Council would be communicated when due.

#### **208<sup>TH</sup> MEETING (MAY 07, 2010)**

##### **Appointment of Vice-Chancellor**

Council having considered and unanimously accepted the Report of the Search Committee, appointed **PROFESSOR WILLIAM OTOO ELLIS**, Professor of Food Science and Technology, as **VICE-CHANCELLOR** of the University for a **FOUR-YEAR** Term with effect from **OCTOBER 01, 2010**.

#### **210<sup>TH</sup> MEETING (JULY 09, 2010)**

##### **Appointment of Provosts to the Colleges of the University**

Council considered and accepted the Report of the Search Committee and appointed the following as Provosts to the respective Colleges for a Term of Office effective **OCTOBER 01, 2010 to JULY 31, 2013**:

- a. College of Architecture and Planning **Professor Edward BADU**
- ii. College of Engineering **Professor Samuel Innocent Kofi AMPADU**
- iii. College of Science **Professor Robert Kwame NKUM**
- iv. College of Health Sciences **Professor Peter DONKOR**
- v. College of Art and Social Sciences

**Professor Stephen Offei**, Dean, Faculty of Law, was appointed as **ACTING PROVOST**, pending the appointment of a substantive Provost.

**Registrar**

**AUGUST 01, 2010**