

**UNIFIED GUIDELINES FOR POST-RETIREMENT
CONTRACT APPOINTMENT IN THE PUBLIC
UNIVERSITIES OF GHANA**

**(Approved by the Council of the University at its
211th Meeting of October 01, 2010)**

1.0 Preamble

The respective Public Universities, until recently, had different Guidelines for the purposes of dealing with Post-Retirement Contract Appointment for retired Staff at the Universities. In order to iron out the differences and to fashion out a collective document to guide the Universities, the Vice- Chancellors Ghana (VCG) caused a review of the respective Guidelines to enable the Universities to have a uniform Document on Post Retirement Contract Appointments. At its Meeting held at Akosombo on May 30, 2010, the VCG considered the proposed Unified Guidelines and recommended same to the Councils of the respective Universities for approval and implementation. The Council of the University at its 211th Meeting of October 01, 2010, considered the Guidelines and accordingly approved for adoption and implementation by the University.

2.0 Rationale for the Unified Guidelines

Mindful of the fact that the Public Universities of Ghana enjoy Unified Conditions of Service, and recognising that it was for a good reason that the Universities caused a review of the respective Allowances at the Public Universities in order to provide a harmonised one which was ratified by the respective Councils of the Public Universities, a Unified Document on Post-Retirement Contract Appointment for the Public Universities was of paramount importance in order to achieve the following:

1. Assure a Unified and/ or Harmonised Guidelines for granting Post-Retirement Contract Appointment at the Public Universities;
- ii. Conscientiously and systematically reduce the near total dependency on Post-Retirement Contract Staff, particularly those whose service records leave much to be desired;
- iii. Promote Excellence and Reward System for Staff whose records and contributions to the cause of the Universities worldwide are exemplary and worthy of emulation and therefore warrant retention on the University Staff List;
- iv. Ensure a vigorous graduate programme development through the use of personnel whose service records promote such causes;
 - a. Enable the Universities to develop an effective and efficient succession plan by intensifying their search for young and enterprising Staff with vigour and ensuring the provision of well defined mentorship programme for the new staff;
- vi. Establish clear and unambiguous criteria for Post- Retirement Contract Appointments;
- vii. Promote research and development activities at the Universities through the services of qualified Retired Staff with excellent track record; and,
 - viii. Remove, once and for all, the erroneous notion and/ or impression that Post-Retirement Contract Appointment at the University is a matter of course once a Staff retired from the service of a University.

3.0 Guidelines for Post-Retirement Contract Appointments

3.1 General

- 1 All Post-Retirement Contract Appointments shall be in keeping with the Constitution of Ghana and enabling Regulations/Guidelines set forth by the Council of the Univer-

sity.

- 2 Post-Retirement Contract Appointment shall, under normal circumstances, be reserved for Retired Tenured Staff of the University, to wit, Professorial and Equivalent 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 shall reside ONLY with the Council.
- 4 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 seeking 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 The University shall consciously and committedly develop a Succession Policy Plan across board, and, also intensify its search for young and talented new Staff with vigour so as to reduce its total dependence on Retired Contract Staff.
- 7 The University shall promote its Graduate Studies Programme and encourage the mounting of quality and sustainable Graduate Programmes of Study in all Departments of the University.
- 8 The University shall offer Graduate Fellowships to Full- Time brilliant students as part of -its Staff Development Programme.
- 9 The University shall seek co-operation and collaboration, funding and other forms of assistance through its Linkages and, from its own resources, for Scholarships, Fellowships and Awards for overseas Staff Development Programmes (Where Applicable).
- 10 Full-Time Graduate Students admitted to the University shall be made to apply for GRADUATE ASSISTANTSHIP through the School of Research and Graduate Studies. Such offers shall form part of the General Advertisement for Graduate Programmes of Study at the University.

Post-Retirement Contract Appointment for Tenured Staff (Full Professorial and Equivalent Category)

1. Consideration for Post-Retirement Contract Appointment shall satisfy the following requirements:
 - Evidence of Departmental Needs
 - Approved Teaching Load
 - Graduate Teaching and Graduate Thesis Supervision
 - Research and Development Activities
 - Mentorship programme for young Staff
 - 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, ill1.d thereafter, for another ONE YEAR, all subject to Departmental Needs; Staff Performance Assessment over each service period; and, Medical Certification.

- 4 In the event of the granting of any special dispensation in respect of the enabling Statutes and Regulations on Post- Retirement Contract Appointment after age 65, FULL TIME Post-Retirement Contract Appointment may be offered on YEARLY basis up to AGE 70, subject to Departmental needs; medical certification and favourable assessment of performance after the 5-year period of service.
- 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.

3.3 Post-Retirement Contract Appointment for Tenured Staff (Associate Professorial and Equivalent Category)

1. Consideration for Post-Retirement Contract Appointment. shall satisfy the following requirements:
 - Evidence of Departmental Needs
 - Approved Teaching Load
 - Graduate Teaching and Graduate Thesis Supervision
 - Research and Development Activities
 - Mentorship programme for young Staff
 - Medical Certification.
1. Evidence of the need for Post-Retirement Contract shall be provided and justified by the Head of Department concerned.
2. 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 Performance Assessment over each service period; and, Medical Certification.
3. 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 Performance Assessment after the 5-Year initial service period; and, Medical Certification.

3.4 Post-Retirement Contract Appointment for Non-Tenured Staff (Senior Lecturer and Equivalent Category)

1. Staff in the Non-Professorial Category (Non-Tenured 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.:
 - i. Critical Departmental Staffing Needs;
 - ii. Appropriate Teaching Load;
 - iii. Graduate Teaching and Thesis Supervision;
 - iv. Evidence of Research and Development Activity; and
 - v. Medical Certification.
1. Full-Time Post-Retirement Contract Appointment for Staff at the SENIOR LECTURER/EQUIV ALENT Grade may be offered for up to TWO YEARS on yearly basis, subject to satisfactory performance and current Departmental needs.

2. Post-Retirement Contract Appointment on PART-TIME basis may be offered to Senior Lecturer /Equivalent Grade for up to THREE YEARS on yearly basis, terminating at age 65.

3.5 Post-Retirement Contract Appointment for Non-Tenured Staff (Lecturer and Equivalent Category)

1. 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 subject to Departmental needs.

1. 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:

- i. Critical Departmental Staffing Needs;
- ii. Appropriate Teaching Load;
- iii. Graduate Teaching and Thesis Supervision;
- iv. Evidence of Research and Development Activity; and,
- v. Medical Certification.

1. Full-Time Post-Retirement Contract Appointment for Staff at the LECTURER/EQUIVALENT Grade may be offered for ONE YEAR, ONLY, subject to current Departmental needs.

2. Post-Retirement Contract Appointment on PART-TIME basis may be offered for up to ONE YEAR ONLY, terminating at age 62, subject to satisfactory performance and current Departmental needs.

3.6 Post-Retirement Contract Appointment for Non-Senior Member Category (Senior Staff)

Where duly documented justification and/ or exceptional circumstances permit, Post-Retirement Contract Appointment may be offered to Senior Staff Category at the level of PRINCIPAL/CHIEF AND EQUIVALENT Grade for up to ONE YEAR ONLY. Such Staff shall be certified as being medically fit.

4.0 Effective Date

The Unified Guidelines, which supersede the existing Guidelines approved by the University Council at its 204th Meeting of August 28,2009 (Recorder N 0.316, September 2009, Vo1.43 No.5) come into effect from the beginning of the 2011/2012 ACADEMIC YEAR (AUGUST 01, 2011).