

**UNIVERSITY OF GHANA
COLLEGE OF EDUCATION**

1.0 Establishment

There is hereby established a College to be known as the College of Education.

2.0 Objectives of the College

The College shall advance the objectives of each of its constituent Units by these specific objectives, to:

- (a) expose students to best practices in teaching and learning using the latest proven learning technologies and support the utilization of research both to inform teaching and to tackle the broader issues of education;
- (b) provide an expanded adult, continuing and distance education programme which would extend the reach of the University to student populations in formats which the face- to- face classroom learning cannot provide;
- (c) improve the understanding and practice of information and communication through effective teaching, learning and research;
- (d) equip practitioners in communication and information management with state-of-the-art skills and competencies to effectively serve the public; and
- (e) provide tertiary education of the highest quality to advance Africa's social, cultural and economic development achievable through the production of graduates, conduct of research and extension services for Africa and the wider international community.

3.0 The College Advisory Board

3.1 The College Advisory Board shall consist of thirteen members with at least eight appointed from outside the University.

3.2 The membership of the College Advisory Board shall comprise individuals whose stature and experiences in academia, industry and business will enhance the development of the College and shall be as follows:

- (a) a Chairperson appointed by the University Council not being a member of the Council, from outside the University taking into account the needs of the College and appropriate expertise; the Chairperson shall nominate a member from outside the University to chair in his absence;
- (b) The Provost;
- (c) One member appointed by the University Council;
- (d) One representative of the College Academic Board;
- (e) One alumnus of the College who is not an employee of the University, nominated by the College Academic Board;
- (f) One representative of students of the College appointed by the Students' Representative Council.
- (g) One representative of the Junior and Senior staff at the College and

(h) Six persons nominated by the College Academic Board from outside the University three of whom shall be women.

3.3 All nominations by the College Academic Board are subject to approval by the Vice Chancellor.

3.4 A member of the University other than the Provost who is a member of the Advisory Board shall hold office for a period of two years and is eligible for reappointment for a second term.

3.5 A member of the Advisory Board who is not a member of the University shall hold office for a period of three years and is eligible for re-appointment for a second term.

3.6 Where the office of an appointed or elected member becomes vacant by death, resignation or other means, a successor shall be appointed or elected in the same manner to serve for the remainder of the term of office.

3.7 The College Secretary shall serve as secretary to the College Advisory Board.

3.8 The College Finance Officer shall be in attendance.

4.0 Functions of the College Advisory Board

4.1 The College Advisory Board shall provide advice based on current development perspectives and experiences from global trends. Specifically, it shall:

- (a) Guide the College in developing strategies;
- (b) Receive proposals from the Management Committees of Schools
- (c) Assist in fostering effective links between the College and external communities;
- (d) Help to maintain and enhance the image and reputation of the College; and
- (e) Advise on the relevance of the College in order to enhance its sustainability.

4.2 In exercising its functions, the College Advisory Board shall act within the general policy of the University.

4.3 The quorum for any meeting of the College Advisory Board shall be seven (7) members.

5.0 The Provost

5.1 The University Council shall, on the recommendation of the Appointments Board, appoint the Provost who shall be answerable to the Vice Chancellor and who shall be the academic and administrative head of the College. He must be a Professor or a person qualified to be appointed as Professor.

5.2 The Provost shall be responsible for

- (a) The management of the College and for driving the growth and development of the College under the direction of the Vice-Chancellor.
- (b) Coordinating the various units of the College,

- (c) Raising funds for the College and
- (d) Implementing the policy decisions affecting the College.

- 5.3 The Provost shall hold office for a period of three years and is eligible for re-appointment for a further term of up to three years.
- 5.4 Where he deems it necessary, the Vice- Chancellor may appoint a Deputy Provost who shall be a Professor or a person qualified to be so appointed to assist the Provost in his duties on terms and conditions to be approved by the University Council.
- 5.5 Where the Provost is absent, the Vice Chancellor shall appoint a Dean to act in consultation with the Provost. Where applicable, the Vice Chancellor shall appoint the Deputy Provost.
- 5.6 The Provost may resign from office by writing addressed to the Vice-Chancellor.
- 5.7 The provision stated in Statute 5 of the Statutes on the removal of the Vice-Chancellor shall, with the necessary modification, apply to the removal of the Provost.

6.0 The College Secretary

- 6.1 There shall be a College Secretary who shall be appointed by the University Council on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.
- 6.2 The College Secretary shall be of the rank of at least a Deputy Registrar or eligible for appointment as such.
- 6.3 The College Secretary shall be the head of the administration of the College under the Provost and subject to any directives that the Registrar may issue from time to time.
- 6.4 Without prejudice to the generality of 6.3 above, the College Secretary shall under the Provost be responsible for the following:
 - (a) Being secretary to the College Advisory Board, the Academic Board and the Committees of the College Academic Board and keeping records and conducting correspondences on their behalf;
 - (b) Administration of all academic programmes and Coordination of administrative functions of the College
 - (c) Management of all administrative and professional employees of the University in the College
 - (d) Management of the administration of the College

- (e) Liaison between the College and the Central Administration of the University on all administrative and policy issues.

6.5 The College Secretary shall be a member of the College Academic Board.

6.6 The College Secretary shall be assisted in the execution of the functions of his office by an Academic Affairs Officer, Human Resource Officer and such officers, as the University shall appoint and in accordance with the Statutes.

7.0 The College Finance Officer

7.1 There shall be a College Finance Officer who shall be appointed by the University Council on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.

7.2 Without prejudice to the functions of the College Secretary, the College Finance Officer shall under the Provost and subject to the direction of the Director of Finance be responsible for:

- (a) The maintenance of the finances of the College;
- (b) Calling for and receiving moneys due to the College and making authorized payments on behalf of the College;
- (c) The short, medium and long term financial planning of the College including the preparation of yearly budgets and financial plans;
- (d) Preparing monthly consolidated income and expenditure returns for the College in the format required by Government for submission to the Director of Finance;
- (e) Developing and producing relevant consolidated financial reports and statements for the consideration of the Provost and the College Academic Board;
- (f) Ensuring that the College financial transactions are fully and accurately captured into the University's Financial Management System in a timely manner;
- (g) Ensuring that proper records of the property of the College are kept in the manner prescribed by the Financial Regulations and Governance;
- (h) Monitoring and reconciling the financial data of the College in the University's Financial Management System on a regular basis;
- (i) Ensuring that the provisions of the University's Financial Regulations and Governance are strictly adhered to and making suggestions for their review when deemed necessary;

- (j) Setting targets, appraising performance and recommending suitable training for other employees of the College finance administration;
- (k) Facilitating and assisting both internal and external auditors in the performance of their functions.

7.3 The College Finance Officer shall be in attendance at meetings of the College Advisory Board and the College Academic Board.

7.4 The University's Internal Audit Directorate shall provide auditing services to the College.

7.5 For the avoidance of doubt, the College Finance Officer shall be a member of the Finance Directorate of the University.

8.0 The College Academic Board

8.1 There shall be a College Academic Board which shall regulate the academic affairs of the College and shall be responsible to the University Academic Board.

8.2 The College Academic Board shall, subject to the powers of the University Academic Board,

- (a) Carry out the academic policy of the University in the College
- (b) Devise and regulate courses of instruction and study at the College subject to accreditation by the National Accreditation Board.
- (c) Regulate the conduct of examinations and the award of degrees, diplomas and certificates
- (d) Advise the University Academic Board on the admission of students and the award of Scholarships

8.3 The College Academic Board shall notify the University Academic Board of all its decisions and the University Academic Board shall within three months of the notification indicate its disapproval of any decision, if any.

8.4 The membership of the College Academic Board shall be as follows:

- (a) Provost as Chairperson;
- (b) Deputy Provost, where applicable;
- (c) Deans and Directors;
- (d) Vice-Deans and Deputy Directors, where applicable;
- (e) Professors and Associate Professors of the College;
- (f) One representative from each of the other Colleges;
- (g) Heads of Departments within the College;
- (h) One elected non-professorial member from each academic unit in the College; and,

- (i) The College Secretary who is also the secretary.

8.5 The College Finance Officer and the University Legal Counsel, or their representatives respectively, shall be in attendance.

8.6 The quorum for the meetings of the College Academic Board shall be fifteen (15) members.

9.0 College Library

The University Library System shall provide library services to the College and its academic units.

10.0 Units of the College

10.1 The College shall have the following academic units:

- (a) School of Information and Communication Studies

Department of Communication Studies

Department of Information Studies

- (b) School of Education and Leadership

Department of Educational Studies and Leadership

Department of Physical Education and Sports

Department of Teacher Education

- (c) School of Continuing and Distance Education

Department of Adult Education and Human Resource Studies

Department of Distance Education

University of Ghana Learning Centers

10.2 Each School shall be headed by a Dean and each Institute and Centre by a Director appointed by the University Council on the recommendation of the Appointments Board. Where necessary, the Vice Chancellor may appoint a Vice-Dean or Deputy Director, as the case may be, to assist the Dean or Director respectively.

10.3 The Dean or the Director, as the case may be, shall be responsible directly to the Provost.

11.0 Management Committee of Schools, Institutes and Centres

- 11.1 There shall be a Management Committee for every School, Institute and Centre of the College.
- 11.2 The Management Committee of the School, Institute and Centre shall consist of:
- (a) Dean of the School or Director of the Institute as Chairperson;
 - (b) Vice-Dean or Deputy Director of the School or Institute, where applicable
 - (c) Heads of Departments,
 - (d) Three persons from the public sector, private sector and civil society appointed from outside the University by the Provost
 - (e) One person appointed by the Vice Chancellor
 - (f) One undergraduate student of the School, Institute or Centre appointed by the Student Representative Council
 - (g) One post graduate student of the School, Institute or Centre appointed by the Graduate Students Association.
 - (h) Administrative Officer of the School, Institute or Centre as the case may be.
- 11.3 The College Academic Board shall determine, at the time of the approval, the term of a person under paragraph (f) and (g) of subsection (11.2).
- 11.4 Members of the Management Committee shall serve for a period of two years and are eligible for re-election.
- 11.5 A Management Committee shall meet at least twice in each semester.
- 11.6 An emergency meeting of a Management Committee may be convened by the Dean or Director, but three days' notice shall be given to every member of the Committee.
- 11.7 A special meeting of the Management Committee shall be convened by the Dean or Director on the written request of eight members or one-half of the total membership of the Committee, whichever is less, submitted to the Dean or Director with a statement of the subject matter to be considered at the special meeting. At that meeting only the matter(s) contained in the statement shall be discussed.
- 11.8 For the purposes of subsection (11.7), the Dean or Director shall convene the special meeting within three days of the receipt of the request, but subject to the requirement of notice to every member.
- 11.9 The Management Committee shall, under the College Academic Board:

- (a) Regulate the teaching and study of a subject or subjects assigned to the School, subject to approval of the Academic Board;
- (b) Ensure the provision of adequate instruction and facilities for research in the subjects assigned to the School and co-ordinate the teaching and research programmes of the School;
- (c) Recommend examiners to the College Academic Board for approval and appointment;
- (d) Make Regulations and propose syllabuses dealing with courses of study and any other questions relating to the work of the School subject to the approval of the College Academic Board;
- (e) Make recommendations to the College Academic Board for the award of degrees, diplomas, certificates, scholarships and prizes within the School;
- (f) Promote co-operation with any other academic units within or outside the University in matters relating to the academic work of the School;
- (g) Deal with any matter referred or delegated to it by the College Academic Board; and,
- (h) Discuss any other matters relating to the School and make decisions or recommendations to the relevant University body as appropriate.

11.10 Subject to the Act and these Statutes, the Management Committee is responsible for reviewing applications for appointments, promotions. It is also responsible for reviewing proposals for new academic programmes of the School, Institute and Centre as well as any other duties assigned to it by the Academic Board.

11.11 The Management Committee shall review applications for appointments and promotions and make recommendations to the College Appointments and Promotions Board with only Senior Members of the Committee participating.

11.12 The quorum for a Management Committee meeting shall be eight members.

12.0 Conditions of Service

The Conditions of Service of employees working within the College shall be the same as apply to the rest of the University.

13.0 Miscellaneous

For the avoidance of doubt, Statutes 28, 30, 31 and 32 shall apply to a School, Institute, Department and Centre with appropriate modifications.

***COMMITTEES OF THE COLLEGE OF EDUCATION**

Committee	Membership	Quorum	Functions
1. Appointments and Promotions	<p>Provost as Chairperson;</p> <p>Deputy Provost, where applicable;</p> <p>Two Assessors from the University Appointments Board</p> <p>Two members elected from the College Academic Board, one being a Professor and the other, a non-Professor.</p> <p>Dean of School or the Director of Institute or Centre and Head of Department or Centre of the appointing department;</p> <p>Cognate Dean and Cognate Head of Department.</p> <p>(No business shall be conducted in the absence of at least one Assessor from the University Appointments Board, the Dean and the Head of Department of appointing department)</p>	Three	<p>(a) To consider and make the appointments and promotions of the academic staff to the level of senior lecturer</p> <p>(b) To process applications for promotion to professorial rank for final determination by University Appointments and Promotions Board</p> <p>(c) To decide on the points in the appropriate salary scale at which a member of the academic staff, up to the level of senior lecturer, shall be placed on first appointment or promotion in accordance with the Regulations of the University</p> <p>(d) To consider the confirmation or extension of appointments of a member of the academic staff up to the level of a senior lecturer or equivalent on the expiration of the initial period of appointment.</p>
2. Finance and Development	<p>Provost as Chairperson;</p> <p>Deputy Provost, where applicable;</p> <p>Two Elected Members of the College Academic Board; College Finance Officer;</p> <p>One representative of the University Development Committee;</p> <p>One representative of Finance and General Purpose Committee</p>	Five	<p>(a) To advise the College and University Finance and General Purpose Committee on the financial and developmental projects of the College.</p> <p>(b) To exercise control over the property and expenditure of the College.</p> <p>(c) To scrutinise the annual estimate of expenditure submitted by Schools, Institutes, Centres and other Units in the College and to modify them where necessary</p>

Committee	Membership	Quorum	Functions
	<p><i>In attendance:</i> Director of Finance and Legal Counsel or their representatives respectively</p>		<p>for presentation to the Finance and General Purpose Committee.</p> <p>(f) To consider such matters of financial nature as may be referred by other committees of the College.</p>
<p>3. College Research Board</p>	<p>Chairperson who shall be a Professor to be appointed by Provost;</p> <p>Deputy Provost, where applicable;</p> <p>Representative of Management Committee of each School, Institute or Centre;</p> <p>One Director from Office of Research, Innovation and Development (ORID);</p> <p>One representatives of Post-graduate students;</p>	<p>Five</p>	<p>(a) To actively stimulate the research agenda of the various schools and departments within the College.</p> <p>(b) To create a peer review *panel made up of internal members and subject specialists from outside the University who will examine the quality of published products and the quality of research with respect to national and international standards.</p> <p>(c) To maintain an index of research productivity occurring in each department and school in the College and provide that information to the College Academic Board and to the Office of Research, Innovation and Development (ORID)</p>
<p>4. Scholarships and Prizes Committee</p>	<p>Provost as Chairperson; Deputy Provost, where applicable</p> <p>One representative of the College Academic Board who is of professorial status;</p> <p>One representative of the College Academic Board who is of non-professorial status;</p> <p>College Secretary; and College Finance Officer.</p>	<p>Three</p>	<p>(a) Initiate policies relating to the award of scholarships for consideration by the Board of Trustees of the Endowment Fund.</p> <p>(b) Oversee the administration of scholarship in the College.</p> <p>(c) Recommend awardees to the Board of Trustees of the Endowment Fund.</p> <p>(d) Oversee the administration of prizes and institution of prizes in the College.</p>

Committee	Membership	Quorum	Functions
5. Admissions and Examinations	Provost – Chairperson Deans and Directors Heads of Departments College Secretary or Representative <i>In Attendance</i> Director, Academic Affairs or representative College Admissions Officer School Examination Officers	Seven	As delegated by College Academic Board
6. Appointment Committee for Senior/Junior Staff	Chairperson appointed by Provost Director, HRODD or his representative School administrator of appointing School Head of particular Unit whose applicant is under consideration College Secretary or his representative College Human Resource Officer Two representatives of the junior and senior staff in the college	Five	In line with Human Resource policies of the University, (a) To consider and make the appointments and promotions of Junior and Senior Staff in the College in line with the relevant Conditions and Schemes of Service. (b) To decide on the points in the appropriate salary scale at which a staff shall be placed on first appointment or promotion in accordance with the Regulations of the University (c) To consider the confirmation or extension of appointments of contract staff
7. College Academic Quality Assurance Committee	Chairperson appointed by Provost All Deans and Directors of Schools, Institutes and Centres in the College College Secretary College Librarian College HR Officer College Academic Affairs Officer <i>In attendance:</i> Director of Finance or Rep; Director of Physical Development and Municipal Services or Rep;	Seven	(a) To advise the College Academic Board on the future development of the College on academic and curriculum matters. (b) To advise the College Academic Board on matters relating to the establishment of new departments. (c) To advise on new courses of study for the College taking into consideration the human resource needs of the nation. (d) To advise on staff development programmes for academic staff of the College.

Committee	Membership	Quorum	Functions
	Chief Information Technology Officer or Rep; and Administrative Directors or Reps.		

* Subject to the Act and these Statutes, the College may establish such committees as it deems necessary for its operations