

**WORKSHOP FOR UCC AFFILIATED COLLEGE
OF EDUCATION PRINCIPAL STAFF ON
MANAGEMENT ISSUES**

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BY

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A. COMMITTEE SYSTEM

Council Committees

- Finance Committee
- Development Committees
- Entity Tender Committee
- Audit Report Implementation Committee
- Appointment and Promotions Board
- College Appointments and Promotions Committee

A. COMMITTEE SYSTEM

Council Committees

- Faculty/School Appointments & Promotions Committee
- Administration Appointments and Promotions Committee
- Senior Staff Appointments and Promotions Committee
- Junior Staff Appointments and Promotions Committee
- Ghana University Staff Superannuation Scheme Management Board

A. COMMITTEE SYSTEM

Statutory Committees of the Academic Board

- Executive Committee of Academic Board
- Academic Planning and Management Committee
- Basic Schools Governing Committee
- Bookshop Committee
- Disciplinary Committee (Senior Members)
- Disciplinary Committee (Junior/Senior Staff)

A. COMMITTEE SYSTEM

Statutory Committees of the Academic Board

- Information Communication Technology (ICT) Committee
- Committee on Institutional Affiliation
- Joint Admissions Committee
- Library Committee
- Planning & Resource Committee
- Publications Committee etc

A. COMMITTEE SYSTEM

Other Committees

- Management Committee
- Administration Committee
- Management –Union Consultative Committee
- Management –Community Consultative Committee
- Management –Students Consultative Committee

A. COMMITTEE SYSTEM

Other Committees

- Institutional Advancement Board
- Procurement Advisory Committee
- Committee on University Landed Property

(Participants to discuss issues)

A. COMMITTEE SYSTEM

Students Representative Council

- General Regulations Governing
- Halls of Residence

B. APPOINTMENTS AND PROMOTIONS ISSUES.

Senior Members

1. Appointments (Teaching/Non-Teaching)

- Conditions - Subject to space and financial clearance.
- Processes - Department – Faculty – College – Central – Administration.

B. APPOINTMENTS AND PROMOTIONS ISSUES.

2. Promotions

- Conditions –(i) Applicants should serve for the required number of years in addition to good reports from internal and external sources.
(ii) Required number of papers for external assessment.
- Processes – (i) Department – Faculty – College – Central Administration
(ii) External Assessment
(iii) Consideration by Central Administration (A& D)

B. APPOINTMENTS AND PROMOTIONS ISSUES.

Senior & Junior Staff

1. Appointments

- Conditions - Subject to space and financial clearance.
- Processes - Department – Central Administration.

B. APPOINTMENTS AND PROMOTIONS ISSUES.

2. Promotions

- Conditions –(i) Applicants should serve for the required number of years in addition to good reports from internal sources.
(ii) Required number of papers for external assessment.
- Processes – Consideration by Central Administration (Appropriate Committee)

(Participants to discuss issues)

C. COMMITTEE SYSTEM

Statutory Committees of the Academic Board

- Executive Committee of Academic Board
- Academic Planning and Management Committee
- Basic Schools Governing Committee
- Bookshop Committee
- Disciplinary Committee (Senior Members)
- Disciplinary Committee (Junior/Senior Staff)

C. RECORDS KEEPING

- It covers all staff –
Junior/Senior/Senior Members/Students/Official documents (Committee Reports).
- It must be kept right from the Department / Faculty / College / Central Administration
- Relevant Departments/Sections/Directorates should have records of staff. eg. Human Resources, Finance, and Academic Directorates

C. RECORDS KEEPING

- Failing to keep records could lead to financial loss and also tarnish the image of the institution.
- Trained Staff with suitable resources (machines) to manage Staff and Students records (soft and hard copies) on regular and sustainable basis.

CONCLUSION

“ It would require the collaborative efforts of all key stakeholders on a regular and sustainable basis to make these Committees/establishments provide favourable results.”

**THANK YOU VERY MUCH FOR YOUR
ATTENTION**