



**ACCRA
TECHNICAL
UNIVERSITY**

**CRITERIA FOR APPOINTMENTS AND PROMOTIONS
OF SENIOR MEMBERS
(ADMINISTRATION AND PROFESSIONAL) POLICY**

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SUMMARY DETAILS TABLE

Version	1.0
Short description	The Appointments and Promotions for Senior Members (Administration and Professional) of Accra Technical University (ATU)
Relevant to	All Senior Members (Administration and Professional) of the University
Issuing Authority (Approved by)	These Guidelines have been approved by the Governing Council of ATU
Responsible Officer	Vice-Chancellor
Responsible office	Vice-Chancellors Office
Related Accra Technical University documents	Accra Technical University Statutes 2018
Related legislation	Technical Universities Act, 2016 (Act 922) as amended
Key words	Senior Members, Appointment, Promotion

DEFINITION OF TERMS

Term	Definition
KSAs	Knowledge, Skills and Abilities
UAPB	Administration Appointments and Promotions Committee
RAPRC	Registry Appointments and Promotions Review Committee

1.0 INTRODUCTION

The purpose of this document is to harmonise the appointments and promotions criteria for Senior Members Administrative and Professionals of Accra Technical University (ATU). The preparation is informed by the need to address the differences in the appointments and promotions regulations and procedures among the Technical Universities in Ghana and the need to address emerging inconsistencies identified in the Statutes of ATU on one hand and policies of the Technical Universities regulatory bodies, namely, the Technical Universities Act 2016, Act 922 (as amended) and the Scheme of Service for Technical Universities in Ghana, on the other hand.

The document would, therefore, help to:

- a) Address all inconsistencies in the appointments and promotions policies for Staff of ATU in the Senior Members (Administrative and Professionals) category;
- b) Enhance objectivity and credibility in the appointments and promotions criteria for Senior Members (Administrative and Professionals) in ATU;
- c) Ensure standardisation of procedures and processes for appointments and promotions of Senior Members (Administrative and Professionals) of ATU and that the processes are highly merit-based; and
- d) Ensure that appointments and promotions are transparent, fair and consistent with the principles of equal opportunity without regard to gender, ethnicity, age, disability, cultural background, religion, and membership of trade union or by nature of their contract.

It is expected that the criteria and guidelines prescribed in this document would serve as the minimum standards for all senior members in ATU.

The document is presented in eight Sections all of which address the relevant issues relating to appointments and promotions criteria for ATU.

SECTION A

GENERAL GUIDELINES

2.0 APPOINTMENTS

2.1 Appointment Procedures

- a) The appointment, promotion, transfer, dismissal and disciplinary control of all employees are vested in the Vice-Chancellor acting on behalf of the University Council.
- b) To be eligible for appointment, a candidate must have the requisite qualifications and/or experience as laid down from time to time in the Scheme of Service for Staff of the University.
- c) Vacancies shall normally be advertised.
- d) An applicant seeking employment to ATU must state the following in a completed application form for appointment:
 - i. Name in Full
 - ii. Addresses (postal, email, etc.)
 - iii. Date of Birth;
 - iv. Home Town;
 - v. Name of spouse (if married);
 - vi. Name and address of Next of Kin;
 - vii. Education and Qualifications;
 - viii. Previous employment
 - ix. Criminal conviction (if any);
 - x. Other information relevant to the position being sought
- e) All staff appointments shall be made through an interview conducted by a properly constituted Appointments Committee.

- f) ATU must ensure that new employees are medically examined and passed as fit for work by a registered Medical Officer.
 - i. The following procedure will be followed in the appointment of Senior members of staff:
 - ii. Open advertisement of vacancy in line with the Scheme of Service for Staff of ATU.
 - iii. Shortlisting of applicants by Heads of Department upon receipt of applications.
 - iv. Verification of shortlisted applications by Registry Appointments and Promotions Review Committee (RAPRC)
 - v. Submission of shortlisted applications with written recommendations to the Registrar for onward submission to the University Appointments and Promotions Board (UAPB).
 - vi. Invite shortlisted applicants for interview
 - vii. Selection of suitable candidates.

A formal offer of appointment shall be issued stating clearly the terms and conditions of the appointment.

Personal record files shall be created at the Human Resource Directorate for all new employees and these shall be regularly updated.

2.2 Effective Date of Appointment and Promotion

The effective date of an appointment shall be the date the employee assumes duty.

The effective date for promotion shall be 1st February (for applications submitted before 1st February) or 1st August (for applications submitted before 1st August). The bases for the effective dates are further explained in the table below:

Effective date for Promotion	
1st February	1st August
Applicable to successful applicants who formally submitted complete and corrected documents to their HOD between 1st August and 31st January	Applicable to successful applicants who formally submitted complete and corrected documents to their HOD between 1st February and 31st July

The date on which completed and corrected documents are submitted by the applicant to the Head of Department shall be documented at the department.

2.3 Temporary Appointment

a) In the case of temporary staff, the length of appointment shall not exceed three months. In the case of staff employed for specific assignment, the duration of the appointment should not exceed the life of the assignment.

b) Temporary employees shall be paid a monthly salary.

c) Accra Technical University shall pay Social Security and National Insurance Trust (SSNIT) contributions for all temporary employees.

d) Temporary Employees who have been engaged by ATU shall contribute towards the Social Security Fund under the appropriate Law establishing the Fund.

e) A temporary employee who has been engaged and who has worked satisfactorily for twelve (12) consecutive months may be recommended by the Head of Department concerned for permanent appointment subject to clearance from Ministry of Finance. Such an appointee shall not be required to serve a probationary period. This provision will however not apply to persons engaged in temporary circumstances for the duration of specific research or project.

3.0 APPOINTMENT AND JOB SPECIFICATION

a) The criteria for appointment of Senior Members (SM) and the procedure relating to such appointments have been provided in the Statutes on “the Appointment and Promotion of Senior Members” which forms part of the Conditions of Service for Senior Members.

b) The appointment of a Senior Member takes effect from the date he assumes duty. On assumption of duty, the Senior Member shall enter his name in the Register of New Appointments kept by the Registrar.

c) A Senior Member’s appointment is full-time; any additional occupation or employment outside the scope of the appointment can be accepted only with the prior permission of the Vice-Chancellor on behalf of the University Council.

d) On first appointment, a Senior Member will be issued with an appointment package which should include the following:

i. Appointment letter

ii. Conditions of Service Manual

iii. Regulations and Statutes of the University

iv. Act, Law or Legal instrument setting up the University

v. Research Handbook

vi. Handbook on Appointments and Promotions

vii. Students Handbook

viii. Administrative Manual

ix. Financial Regulations–Public Financial Management Act, 2016 (Act 922),

x. Internal Audit Act, 2003 (Act 658), Public Procurement Act, 2003 (Act 663)

xi. Code of Conduct

e) The University may add to, but not remove from or reduce this list, based on changing circumstances.

- f) The job of the Administrative and Professional Senior Members generally entails:
- i. Administration and Governance;
 - ii. Management of functional areas;
 - iii. Advisory Services to Management, Schools, Departments, Units, Centers;
 - iv. Research Administration and Research Development,
 - v. Consulting and Extension Services;
 - vi. Servicing of Committees;
 - vii. Students Advisory Services; and
 - viii. Policy Implementation and Monitoring.
- g) Accra Technical University shall organise orientation for all newly recruited staff on assumption of duty.

4.0 Salary and Compensation

- a) ATU reserves the right to locate a newly appointed Senior Member on an appropriate point of the salary scale taking into consideration, additional qualifications over the minimum as well as years of relevant experience. Applicants with the minimum qualification and minimum experience who are approved for appointment in the Senior Member category will be placed at the initial point of the salary scale. However, each additional year of relevant experience will, from the date of appointment, attract increment based on performance
- b) ATU recognises that the salary scales progress within the time of one's career in the University. It is important to note, however, that commitment, performance, professionalism, range of responsibilities etc. facilitate a more rapid progression through the scales for a deserving Senior Member.
- c) ATU, through the various administrative units, may find innovative ways of enhancing Senior Member compensation through bonuses and other schemes. Such payments shall be subject to the approval of the Vice-Chancellor.

5.0 Contract Duration and Probation

5.1 The Junior Assistant Registrar rank or its analogous rank

The Junior Assistant Registrar rank or its analogous rank in the Administrative and Professional office, is a temporary one designed for prospective Assistant Registrars or analogous professional ranks which shall be held for two years in the first instance and renewed for another two years only.

5.2 Assistant Registrar up to Senior Assistant Registrar or analogous rank

The appointment from Assistant Registrar up to Senior Assistant Registrar or analogous ranks is normally for a contract period of six years in the first instance, subject to renewal for another six years only. In exceptional circumstance, the University Appointments and Promotions Board may, on the recommendation of the Registry Appointment and Promotions Review Committee (RAPRC), extend the appointment for a further period not exceeding three more years, at the end of which the appointment shall normally terminate unless the staff progresses to the next rank.

5.3 Deputy Registrar levels or equivalences

Appointments at Deputy Registrar level or equivalences are normally up to retiring age except those appointed by Search.

5.4 A Senior Member who is appointed without any previous relevant experience

a) A Senior Member who is appointed without any previous relevant experience shall be required to serve one year probation from the date of appointment. This probation period is to afford ATU and the

relevant administrative unit, the opportunity to observe the Senior Member's performance and general suitability of work in the administrative setting.

b) At the end of the probation period, the Senior Member shall be assessed by the Head of academic/administrative unit and an assessment report submitted to the Appointments and Promotions Board through the Registrar for the confirmation of appointment. This report should be supported by any necessary evidence related to applicant's official work, evidence of involvement in community service to the University, etc. Based on the report, the Senior Member will be issued a letter, confirming his appointment as well as indicating the new location on the salary scale. Should the report be unsatisfactory, the University reserves the right to terminate the appointment or extend the probation. These activities should in principle take place within the last two months of the end of the probation period and any decisions taken communicated to the Senior Member within this period.

5.5 A member of staff whose contract is coming to an end

a) A member of staff whose contract is coming to an end shall be notified in writing by the Registrar through the Head of academic/administrative unit a year in advance to provide an updated curriculum vitae to his Head of Department/Centre/Unit/Section.

b) Information from the member of staff obtained pursuant to Appendix 4 and comments by the Head of academic/administrative unit shall be reviewed by the RAPRC which may recommend to the University Appointments and Promotions Board for renewal, indicating duration.

6.0 Performance Assessment

a) It is mandatory that Heads of academic/administrative units assess the members of their units at least once a year on their performance. The assessment may provide the basis for training, promotions, salary increments and other benefits. In order to be abreast with current practices in staff appraisal, ATU shall undertake Performance Management to help develop the Knowledge, Skills and Abilities (KSAs) of all staff. Without prejudice to ATU's right to set out additional criteria, the assessment and review will cover the areas set out in Section E.

b) The assessment procedure will generally be as follows:

i. The Head of academic/administrative unit shall annually assemble all information on each Senior Member.

ii. The Head shall review the collated information as well as use the standardised performance appraisal form issued by the University's Human Resource Office to assess the Senior Member.

iii. The Head shall submit a written assessment report as well as all other information, including the performance appraisal form, to the Registrar who shall then table it at the Registry Appointments and Promotions Review Committee.

7.0 Promotion

a) Individuals on their own initiative or at the invitation of the Heads of Department/Centre/Unit/Section may apply for promotion as provided for in the Scheme of Service.

b) Promotion shall normally proceed from one rank to the immediate next rank. For example, from Assistant Registrar to Senior Assistant Registrar and from Senior Assistant Registrar to Deputy Registrar. This progression applies to all analogous staff grades within the Senior Members (Non-Teaching) group.

c) Any Senior Member (Administrative and Professional) of ATU who qualifies for promotion may apply at any time to be promoted or appointed to the next rank for which he considers himself qualified in accordance with the Appointments and Promotions Criteria.

d) An application letter accompanied by application form, curriculum vitae and other relevant documents, indicating the position sought and the area of discipline concerned shall be submitted to the University Appointments and Promotions Board through the Registrar who shall review it and refer it to the RAPRC.

e) In the case of staff who are nearing retirement age, application for promotion may not be processed unless they were received at least six months to retirement.

f) The Registrar shall, in consultation with the Head of Human Resource, refer each application supported by materials for assessment to the RAPRC for further review, comments and recommendations at its next scheduled meeting.

g) Each application shall be submitted for evaluation by two external assessors who shall be persons of standing in the applicant's field. The external assessors shall be of a higher rank than the applicant and shall not have any relationship with the applicant.

h) Promotion to the grade of Senior Assistant Registrar, Deputy Registrar and analogous grades in the Administrative and Professional class shall be based on evidence of continuing performance in respect of the following:

i. grasp of administrative procedures/regulations and organisational ability;

ii. leadership;

iii. initiative and reliability;

iv. good understanding of the mission and mandate of ATU;

v. sense of responsibility;

vi. capacity, expertise and relevant education in one's chosen functional area; and

vii. relevant publications and/or administrative monographs.

i) Assessment of an application and other relevant documents shall be based on the criteria set out above and shall be reviewed as appropriate by the RAPRC and the UAPB.

j) In all cases, the effective date of promotion shall be the date on which a submitted application including the material to be assessed by the external assessor was approved by the RAPRC. The submission of additional material shall not be permitted after the approval by the RAPRC. An applicant who wishes to submit additional material shall be required to formally withdraw the earlier submission. The applicant may make a fresh application if he/she wishes.

k) Senior Members in the administrative class, wherever possible, shall be expected to be broadly exposed to the University's administrative system, structures and policies.

l) The University may develop a points or quantitative system to guide and assist Senior Members in determining their readiness for promotion. This quantitative system is not to supersede or set aside the normal process of external assessment of the applicant's dossier.

SECTION B

HANDLING AND REVIEW OF APPLICATIONS

1.0 Acknowledgement of Receipt

Upon receipt of applications for promotion at the Office of the Registrar, the Registrar shall:

- a) Acknowledge receipt of the application to the applicant with copies to the immediate Head of Department;
- b) Take record of particulars of Application and Attachments (dossier)
- c) Refer the application to the Head/Director of Human Resource Directorate to review the application dossier to ascertain whether the applicant meets the requirements to apply for promotion.

2.0 Preliminary Review/Checklist for Eligibility

The following shall constitute the factors to be considered for an application for promotion as having met the requirements to be accepted for processing to the RAPRC:

- a) Required length of service

Has the applicant served the required minimum number of years on the current grade or the number of years of experience? Length of Service as prescribed by the Scheme of Service for the various levels are:

- i. Assistant Registrar or its analogous rank – two years on the grade of Junior Assistant Registrar or its analogous rank
- ii. Senior Assistant Registrar or its analogous rank – six years on the grade of Assistant Registrar or its analogous rank

iii. Deputy Registrar or its analogous rank – six years on the grade of Senior Assistant Registrar or its analogous rank. The durations above apply to analogous grades for administration and professional Senior Members

b) Quality of Application, Curriculum Vitae, Supporting Documents
Has the application form for promotion been properly completed?
The following checklist shall serve as a guide:

i. Legibility

ii. Formatting

iii. Completeness of documentation

iv. Factual accuracy of write-up or information provided

v. Quality and confidentiality of publications/documentations/designs and Technical report

vi. Endorsement by applicant and other relevant officers.

c) Number of Publications/Papers

The number of publications for the various grades shall be as follows:

i. Assistant Registrar or its analogous rank to Senior Assistant Registrar or its analogous rank – at least six papers among which at least one should be published in a recognised Journal or Conference Proceedings.

ii. Senior Assistant Registrar or its analogous rank to Deputy Registrar or its analogous rank – at least eight papers among which at least two should be published in recognised Journal or Conference Proceedings.

d) Completeness of Application Dossier

A complete application dossier shall comprise the following basic documents:

i. A completed Application Form for promotion.

ii. Updated Curriculum Vitae in the appropriate format.

iii. Duly endorsed Annual Performance Appraisals (over the period

under review (5 years).

iv. Head of Department and Immediate Supervisor's general assessment.

v. Self-Assessment in the form of a Report on Work done over the period of current rank.

vi. Publications (reports, memoranda, journal articles that are administrative/ professional in nature, other visual or creative work).

vii. A forwarding letter or letter of transmittal.

e) The procedure for processing of applications for appointments and promotions shall be in line with Appendix A6.

SECTION C

PROCESSING OF APPLICATION FOR UAPB

a) Upon satisfying that the above requirements of the application dossier are met, the Registrar shall process the application for further review by the RAPRC, and clearance for external assessment.

b) The Committee shall consider the applications for appointments or promotions and forward the list of the applicants with its comments and recommendations to the UAPB for considerations.

c) The RAPRC shall meet at least twice a semester.

SECTION D

BASIS FOR ASSESSMENT OF APPLICATIONS

The following shall form the basis for assessment of applications:

- a) Work output and professional competence (grasp of administrative; technical; professional procedures and regulations as revealed in the applicant's report on work done)
- b) Leadership abilities
- c) Relationship with colleagues and other members of the institution
- d) General contribution to the advancement of the work of the institution
- e) Scope and quality of community service
- f) Exposure (scope of schedules held internal and external).

SECTION E

ASSESSMENT CRITERIA

Applications for promotion for the Administrative/Professional Senior Members shall be assessed as follows:

1.0 Internal Assessment (40 percent)

(To be done by the Registrar in consultation with Head of Department; Immediate Supervisor or based on the dossier)

Assessable Areas

- | | |
|--|------------|
| (a) Work output and competence | = 20 marks |
| (b) Community service to institution/external | = 10 marks |
| (c) Supervision/leadership ability | = 5 marks |
| (d) Conduct (relationship with superiors, peers, and subordinates, record of good conduct) | = 5 marks |

2.0 External Assessment (60 percent)

(To be done by External Assessor based on CV, Self-Appraisal Report and Publications/Reports). The breakdown shall be as follows:

1. Assistant Registrar to Senior Assistant Registrar (and equivalents)

- (a) Quality of Publications (reports, etc)

(That is, Content: Relevance to career or schedules held, Language, Formatting, Contribution to knowledge or advancement of administrative or professional area) = 25 marks

- (b) Scope of duties and familiarity with procedures
(Range of schedules held, knowledge of procedures, processes, systems as exhibited in the self-appraisal report and recommendations on = 25 marks
- (c) Authorship of Publications (Joint/Sole) = 10 marks

2. Senior Assistant Registrar to Deputy Registrar (and equivalents)

- (a) Quality of Publications (reports, etc)
(That is, Content: Relevance to career or schedules held, Language, Formatting, Contribution to knowledge or advancement of administrative or professional area) =24 marks
- (b) Scope of duties and familiarity with procedures
(Range of schedules held, knowledge of procedures, processes, systems as exhibited in the self-appraisal report and recommendations on = 24 marks
- (c) Authorship of Publications (Joint/Sole) = 12 marks

3.0 Guide to allocation of Marks for Authorship

Number of Papers	Assistant Registrar to Senior Assistant Registrar	Senior Assistant Registrar to Deputy Registrar
Sole/Single Author	1.7	1.5
Joint (2 authors)	1.5	1.25
Joint (3 or more)	1.0	1.0
Note: Minimum of 6 papers for SAR; and 8 papers for DR		

SECTION F PROCESSING OF APPLICATIONS FROM RAPRC TO UAPB

The Registrar shall ensure that:

- a) The documentation to UAPB shall include:
 - i. The Application Dossier.
 - ii. Report of the RAPRC.
 - iii. Internal Assessment Report and Score.
- b) No application shall be withheld from the RAPRC.

Pass Mark for promotion (To be calculated at UAPB)

- a) A minimum Average Score of 60 percent from the External Asses-sors.
- b) 60 percent overall (average of Internal and External).

SECTION G

HANDLING OF ASSESSMENT PROCESS AT THE UAPB LEVEL

The Chairman of the UAPB working with the Registrar shall handle the assessment process as follows:

- a) Set deadlines for external assessment which shall not be more than six weeks upon receipt of the application dossier by the external assessor;
- b) Manage replacement of assessors who delay without prompting;
- c) Where the application is sent to only two external assessors, and one of the external assessment reports is negative, a third assessor shall be engaged.
- d) The Chairman shall present the External Assessment Reports and Scores to the UAPB for consideration.

SECTION H

SCORE SHEETS FOR INTERNAL AND EXTERNAL ASSESSORS

For the purpose of Internal and External Assessment, Assessment Score Forms shall be used by the Assessor and submitted in addition to a written report on the assessable areas.

APPENDICES

APPENDIX A1

ACCRA TECHNICAL UNIVERSITY APPLICATION FORM FOR PROMOTION



UAPB FORM 3B: SENIOR ADMINISTRATIVE AND PROFESSIONAL STAFF

(Number of copies should tally with the number on the panel with some extra copies) Six (6) copies of this Application Form should be completed and forwarded together with updated curriculum vitae, write-up of work done (where applicable) and any other relevant documents to the:

REGISTRAR, Accra Technical University

Application for promotion to the grade of.....
in the Directorate/Office of

1. Personal Particulars

Surname (BLOCK LETTERS).....

Other Name.....

Date of Birth

2. Date of First Appointment.....

3. Date of Last Promotion.....

4. Details of Schedules Held since Appointment or Last Promotion

Date		Position held	Schedules
From	To		

5. Details of major administrative projects or assignments undertaken since Appointment or Last Promotion

.....

.....

.....

.....

6. Details of papers being submitted in support of application:

- (a) Publications
- (b) Reports
- (c) Memoranda
- (d) Others

7. Conferences, Seminars and Workshops attended at which papers were presented, with dates and references where appropriate since Appointment or Last Promotion:

- (a) Conferences
- (b) Seminars
- (c) Workshops

8. Community Service since Appointment or Last Promotion (Institutional, National, and international):

- (a) Institutional
- (b) National
- (c) International

9. Resources Mobilised for the University since Appointment or Last Promotion:

- (a) Funds/Grants
- (b) Equipment
- (c) Books
- (d) Others

9. Self-assessment (write-up on work done over the period) You may attach as separate sheet

.....

.....

.....

.....

Signature of Applicant Date.....

APPENDIX A2
CURRICULUM VITAE TEMPLATE FOR SENIOR MEMBERS
(ADMINISTRATIVE AND PROFESSIONAL)

CV TEMPLATE FOR SENIOR MEMBERS
(NON-TEACHING)
Name of Directorate / Office Here

CURRICULUM VITAE

YOUR NAME IN BLOCK LETTERS HERE
DEGREES AND PROFESSIONAL MEMBERSHIPS HERE

in

**SUPPORT OF APPLICATION FOR THE POSITION OF
ASST. REGISTRAR/SENIOR ASST. REGISTRAR/
DEPUTY REGISTRAR**

CURRICULUM VITAE

NAME IN BLOCK LETTERS HERE DEGREES AND PROFESSIONAL MEMBERSHIP HERE

1. PERSONAL DETAILS

(a) Name: (First Name, Middle Name, Surname)

(b) Physical Address:

(c) Email Address:

(d) Telephone Number(s):

(e) Marital Status (with number of children):

(f) Nationality:

(g) Date of Birth:

(h) Date of First Appointment:

2. INSTITUTIONS OF STUDY WITH DATES

Name of Institution	Programme of study	Date (From – To)

3. QUALIFICATIONS (DEGREE, DIPLOMAS AND PROFESSIONAL CERTIFICATES) WITH DATES:

Qualification	Date of Award

4. AREA OF SPECIALISATION:

.....

.....

.....

5. AREA OF INTEREST (PROFESSIONAL)

.....

.....

6. RESEARCH INTEREST (IF ANY):

.....

.....

7. EMPLOYMENT RECORD and POSITION HELD/HOLD (WITH DATES)

Organisation / Institution	Position Held	Date (From – To)

8. PROFESSIONAL EXPERIENCE (WITH DATES):

Organisation / Institution	Schedules Held	Date (From – To)

9. HONOURS and AWARDS (WITH DATES):

Type of	Date of Award

10. ACHIEVEMENTS (LANDMARK INITIATIVES/GRANTS WON, ETC):

.....

.....

.....

11. MEMBERSHIP OF RECOGNISED PROFESSIONAL BODIES (CURRENT POSITION and CONTRIBUTIONS):

.....

.....

12. CONFERENCES, WORKSHOPS, SEMINARS ETC ATTENDED (WITH DATES):

.....

.....

.....

13. PUBLICATIONS (NOT NECESSARILY PEER-REVIEWED):

.....

.....

.....

14. REPORTS (ANNUAL, COMMITTEE, TECHNICAL, CONFERENCE), GENERATIVE MEMOS, MANUALS:

.....

.....

.....

15. RESEARCH PROJECTS (CURRENT AND PAST PROJECTS):

.....

.....

.....

16. SELECTED MATERIALS FOR EXTERNAL ASSESSMENT (PUBLICATIONS, MANUALS, REPORTS, MEMOS, ETC):

.....

.....

.....

17. COMMUNITY SERVICE (INSTITUTIONAL, NATIONAL, INTERNATIONAL):

(Insert SP1...SPn to indicate the supporting papers or supporting evidence)

A. University Community

(i) Appointments to Administrative and Other Statutory Positions

Aug 2018 to date: **Hall Tutor**, Hall 1, Accra Technical University, Accra
SPD1

Aug 2017 to Jul 2018: **Admissions Outreach Team Member**, Accra Technical University, Accra
SP2

(ii) Membership of Boards and Committees

April 2016: **Chairman**, Inter-denominational Chaplaincy Committee, University of Mines and Technology (UMaT), Tarkwa
SP3

April 2015: **Chairman**, Inter-denominational Chaplaincy Committee, University of Mines and Technology (UMaT), Tarkwa

(iii) Membership of Non-Statutory/Ad-hoc Committees/Associations/Unions

- May 2016:** **Member,** Committee to draft Research Ethics Policy, University of Mines and Technology (UMaT), Tarkwa
- May 2015:** **Chairman,** Committee to Investigate Loss of LCD Projector sat LR3 and LR 2, University of Mines and Technology (UMaT), Tarkwa

(iv) Technical and Consultancy Work

- May 2015:** **Boundary Surveys at TARSCO,** Consultancy Services were provided for Tarkwa Senior High Secondary School to Demarcate the School's Boundary for the Production of Cadastral Plan
- July 2015:** **Confirmation of Coordinates at Pursues,** Consultancy Services were provided for Electrofax Engineering Services Ltd to confirm the coordinates of Electric Poles they have established on the ground at Pursues Ghana Mining Ltd

(v) Financial/Material Resource Mobilisation

November 2014:

Books, Request was made to Nezo Oilfield Supplies Limited to support teaching and learning at the University. The company accepted the request and provided a total of 196 volumes of books on varied disciplines at a cost of GH¢ 3 000.00 to the Faculty of Mineral Resources Technology. The books were received on behalf of the University by Prof R. K. Amankwah, Dean of Faculty of Mineral Resources Technology on 24th November 2014

June 2014:

Survey Equipment, Request was made AngloGold Ashanti Iduapriem Ltd. in the Western Region to support teaching and learning at the University. The Company accepted the request and donated Sokkia Total Station (Set 5F), Sokkia Total Station (Set 3B), Sokkia Total Station (Set 5A), Trimble total Station (3600 series), Ten prisms, Staff clamps, one Tripod and Stereoscope to the Geomatic Engineering Department of the University of Mines and Technology. The Computers and its accessories were received on behalf of the University by Prof N. A. Amegbey, Dean of Faculty of Mineral Resources Technology on 4th June 2014

(vi) Extension Work/Workshops/Seminars

August 2015: **Facilitator**, Workshop on Working in a University System and Career Progression organised by the Faculty of Engineering for the Academic Staff of Mathematics Department on 15th August 2015

February 2013: **Lead Organiser**, Workshop on the Fabric and Assessment of Postgraduate Research Work organised by the Planning and Quality Assurance Unit of UMaT on 16th February 2013

October 2011: **Lead Facilitator**, Workshop on University Teaching and Examinations organised by the Planning and Quality Assurance Unit of UMaT on 15th October 2011

B. National Community

(i) Membership of National Boards, Committees, Organisations and Professional Bodies

2010 to date: **Professional Member**, Institute of Chartered Accountants, Ghana

2015 to date: **Member**, Association of Certified Chartered Accountants, (ACCA)

(ii) Membership of Editorial Boards of Recognised Journals

2018 to date: **Member,** Editorial Board,
ACCA Journal

(iii) External Assessor for Promotion of Non-Teaching Staff

September, 2019: **External Assessor,** Served
as External Assessor for the
assessment of promotion
application dossier from Senior
Assistant Registrar to Deputy
Registrar position in the Office
of the Registrar of Accra Technical
University

(iv) Professional Activities (Documented Public Presentations/Books of
General Interest)

September 2014: **Presenter,** Seminar on the
Evolution in Geospatial World
organised by Achievers Geo
Survey on 5th September 2014

September 2016: **Panel Member,** Seminar on the
Evolution in Geospatial World
organised by Achievers Geo Survey
on 18th September 2016

November 2012: **Guest Speaker**, SRC Festival 2012 on Goal Setting – Key to Achieving Academic Excellence organised by Tarkwa Senior High School on 10th November 2012

C. International Community

(i) Membership of International Professional Bodies

2015 to date: **Member**, Canadian Institute of Geomatics (MCIG)

2014 to date: **Member**, International Examinations Committee (IEC) of WAEC

2013 to date: **Member**, African Association of Remote Sensing of the Environment (MAARSE)

(ii) Membership of Editorial Boards of Recognised Journals

July 2014: **Member**, Editorial Board of ACCA Journal

18. REFEREES (Three):

Signature: Date:

Authorship of papers submitted (as stated in 2)

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Section 2: Breakdown of scores

S/N	AREAS OF ASSESSMENT	MAXIMUM MARKS (SAR)	MAXIMUM MARKS (DR)	MARKS OBTAINED
1	Scope of duties performed (admin./ professional exposure)	25	24	
2	Quality of reports, memos, seminar papers, conference papers, workshop presentations submitted	25	24	
3	Authorship of papers submitted (as stated in 2)	10	12	
	SUB-TOTAL	60	60	

APPENDIX A4

INTERNAL ASSESSMENT REPORT CONFIDENTIAL ASSESSMENT

(To be completed personally by Applicant's immediate supervisor covering period of assessment)

SECTION 1: COMPETENCE/WORK OUTPUT (20 marks)

S/N	AREAS OF ASSESSMENT	MAXIMUM MARKS	MARKS OBTAINED
1	Knowledge of relevant administrative or technical or professional procedures, rules and regulations.	4	
2	Ability to work independently	3	
3	Ability to meet deadlines	3	
4	Readiness/Willingness to do additional work	2	
5	Ability/willingness to carry out legitimate instructions	2	
6	Ability to use ICT/learn new methods/ways of doing things (innovativeness)	2	
7	Attendance at work (regularity and punctuality)	2	
8	Initiative, integrity and resourcefulness	2	
	SUB-TOTAL	20	

SECTION 2: SUPERVISION AND HUMAN RELATIONS (5 marks)

S/N	AREAS OF ASSESSMENT	MAXIMUM MARKS	MARKS OBTAINED
1	Effectiveness of supervision of subordinates	3	
2	Relating to others/relationship with others	1	
3	Physical appearance and general comportment	1	
	SUB-TOTAL	5	

SECTION 3: SERVICE TO THE INSTITUTION AND EXTERNAL COMMUNITY (10 marks)

S/N	AREAS OF ASSESSMENT	MAXIMUM MARKS	MARKS OBTAINED
1	Membership of Statutory/Ad-hoc Institutional Committees	3	
2	Membership of National and International Bodies, Boards and Committees	2	
3	Responsibilities held (Dept./Unit/Sectional Head)	3	
4	Community Service (services other than one's designated office responsibility)	2	
	SUB-TOTAL	10	

SECTION 4: CONDUCT (5 marks)

S/N	AREAS OF ASSESSMENT	MAXIMUM MARKS	MARKS OBTAIN
1	Relationship with Superiors, Peers, and Subordinates	2	
2	Record of Good Conduct	3	
	SUB-TOTAL	5	

SECTION 5 BRIEF

COMMENTS BY IMMEDIATE SUPERVISOR ON EACH OF THE THREE AREAS:

Competency/Work Output (Comments/Justification) Separate additional sheets may be used

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Supervision and Human Relations (Comments/Justification) Separate additional sheets may be used

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Service to Institution and External Community (Comments/Justification) Separate additional sheets may be used

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ENDORSEMENT BY ASSESSOR/APPRAISEE

RECOMMENDED / NOT RECOMMENDED FOR PROMOTION (PLEASE UNDERLINE AS APPROPRIATE)

Name of Assessor.....
Position.....
Signature..... Date.....

THIS REPORT MUST BE SEEN AND ENDORSED BY THE APPRAISEE BEFORE SUBMISSION (IF DONE BY AN IMMEDIATE SUPERVISOR OTHER THAN THE REGISTRAR)

COMMENTS AND ENDORSEMENT BY APPLICANT

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Signature..... Date.....

APPENDIX A5

SCORES COLLATION FORM
PART D: FOR OFFICIAL USE ONLY (BY THE UAPB)

S/NO	AREAS OF ASSESSMENT	MAXIMUM MARKS	MARKS OBTAIN
1	INTERNAL ASSESSMENT	40	
2	EXTERNAL ASSESSMENT	60	
	TOTAL	100	

PASS MARK SHALL BE 60% WITH MINIMUM SCORE OF 60% OF
PART C –
EXTERNAL ASSESSMENT

DECISION OF THE APPOINTMENTS AND PROMOTIONS BOARD

PROMOTED UNSUCCESSFUL

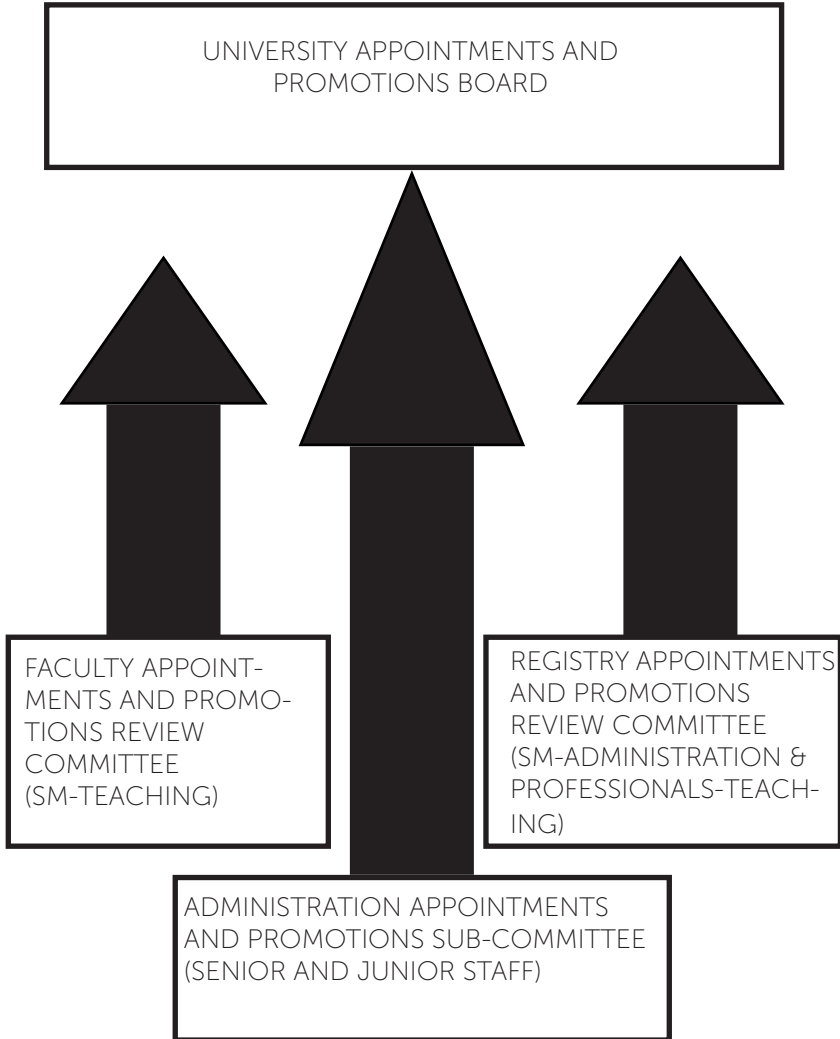
COMMENTS OF THE BOARD

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Signature Of Secretary:Date:.....

Signature Of Chairman:Date

APPENDIX A6 COMMITTEE STRUCTURE FOR PROCESSING OF APPLICATIONS FOR APPOINTMENTS AND PROMOTIONS



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Accra Technical University
Public Affairs Directorate

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Tel: 0332095371/0543264917/0544368159