



SUCCESSFUL UNIVERSITY ADMINISTRATION: THE ROLES OF THE DIFFERENT TIERS OF UNIVERSITY GOVERNANCE

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OUTLINE

- The Head of Department/Departmental Board
- The Dean and the Faculty Board
- Committees of Senate
 - Development Committee
 - Business Committee of Senate
 - Committee of Deans and Directors
 - University Research Committee
 - Academic Board of PG Studies



HEAD OF DEPARTMENT

- This is an appointee of the Vice-Chancellor, on the dean's recommendation
- She/he shall be responsible to the VC through the Dean of the relevant Faculty
- She/he shall be responsible for everyday administration of the department, including the smooth delivery of lectures, the conduct of examinations, research and the design of new programmes
- She/he will direct and supervise teaching, research and community services; administer departmental matters as it concerns annual reports and preparations of annual budgets



HEAD OF DEPARTMENT/ACADEMIC DEPARTMENTS

- All students' and staff requests and applications shall be duly vetted by the HOD
- HODs shall call meetings of the Department board at least once a month
- Departmental board of examiners shall meet over exam results at the earliest after exams
- Staff promotions, sabbatical applications, leave of absence and day release requests shall be duly tabled for discussion at departmental review (A and PC) meetings, based on recommendations of the HOD (with candidate's full/abridged CVs)
- Students requests for leave of absence, application for more credits/less credits, change of course etc shall be duly presented at departmental meetings preparatory for Faculty Boards



DEAN/FACULTY BOARD

- The Faculty Dean may be elected or appointed
- He/She shall exercise general superintendence over academic/administrative affairs of Faculty
- The Dean, in the absence of the VC, shall preside at statutory Faculty Board meetings, Faculty Board of Examiners and Faculty Review (A and PC) Panel meetings
- All academic staff of the Faculty not below the rank of SLs are members of the Board
- Such cognates of relevant Faculties and institutions (Max 4) shall also be members
- Quorum shall be 40% of total membership



FACULTY BOARD

- All papers of departmental review meetings shall be tabled at Faculty Review (A and PC) meetings, and presented/defended by HODs and summarised by the Dean
- Faculty Boards shall:
 - Take all other students' and staff applications and requests (leaves) and process them via the Committee of Deans to Senate
 - Regulate the teaching and study of, and the conduct of examinations in the Faculty
 - Advise the Senate on all matters relating to organisation of education, teaching and research in the Faculty



FACULTY BOARD

- Consider the progress and conduct of students in Faculty's teaching and research units
- Recommend to Senate, persons for appointments as examiners in the Faculty
- Ensure that the Faculty and departmental courses are suitable and appropriate for the realisation of the University's objectives
- Constitute board of studies for separate subjects/groups run in the Faculty



FACULTY BOARD

- Make recommendations to Senate for the award of degrees (not honorary), diplomas, certificates and prizes relating to academic programmes of the Faculty
- Advise Seante or the Vice-Chancellor on amy matter referred to it by the Senate or VC



COMMITTEES OF SENATE



DEVELOPMENT COMMITTEE

- Membership

- Vice-Chancellor (Chairman) Director of PPWS
- Deputy Vice-Chancellor Director of Health Services
- Registrar Two Reps of Senate (not below SL)
- Two external members of Council Secretary (Registrar's Nominee)
- University Librarian
- Bursar
- Deans of Faculties
- Dean of Students' Affairs
- Director of Academic Planning Quorum (40% of total membership)



DEVELOPMENT COMMITTEE

- Terms of Reference
 - To advise Council on the general development of the University
 - To advise Council on plans for the physical and academic development of the University and their financial implications
 - To evolve policies relating to the academic development of the University and to keep such policies under constant review
 - To recommend to Senate desirable changes in academic and administrative structure of the University (e.g. new academic departments, faculties, change of name of programmes etc)



DEVELOPMENT COMMITTEE

- To consider annual estimates submitted by academic and administrative units of the University and to modify them where necessary for presentation to Senate and Council through the F and GPC, after due defence by HODs and heads of units



BUSINESS COMMITTEE OF SENATE

- Membership
 - Vice-Chancellor (Chairman);
 - Deputy Vice-Chancellor
 - Chairman, Committee of Deans
 - Two other members of Senate
 - One Rep of each Faculty who must be a member Senate
 - Secretatry - Registrar's Nominee

- Quorum - 40% of the total membership



BUSINESS COMMITTEE OF SENATE

- Terms of Reference:
- To organise and regulate the flow of Senate Business by:
 - structuring and scrutinising the Senate agenda
 - categorising and coordinate all recommendations coming before Senate from different Committees, Faculties, Departments and other academic units
- To make observations where necessary and make recommendations to Senate
- To deal with other matters referred to it by Senate



COMMITTEE OF DEANS AND ACADEMIC DIRECTORS

- The membership comprises
 - Dean of Postgraduate School - Chairman
 - Deans of Faculties
 - Directors of Academic Units
 - Dean of Students' Affairs
 - Secretary - Registrar's Nominee
- Terms of Reference include:
 - Deal with emergencies which may arise in the University when Senate is unable to meet
 - Coordinate and advise Senate on Faculty entry requirements, students' quotas, and admission policy



COMMITTEE OF DEANS

- Handle allocation of grants for learned conferences
 - To consider and report to Senate the policy issues concerning change of course/Faculty
 - To consider and make recommendations to Senate on scholarships, bursaries and awards
 - To consider all cases of examination misconduct and advise the VC/Senate
 - To consider the determination of conditions and other details of prizes offered to the University
 - To consider applications for support to host national/international conferences at EU and recommend suitable applicants
 - To deal with such academic matters referred to it by Senate/VC



UNIVERSITY RESEARCH & PUBLICATIONS COMMITTEE

- Membership
 - The Vice-Chancellor or his Nominee (Chairman), typically DVC
 - Director of Organised Research Centre(s)
 - University Librarian
 - One Rep of each Faculty (not below SL)
 - Dean of PG School/Representative
 - Secretary to be nominated by UL
- Quorum - 40% of the membership



UNIVERSITY RESEARCH COMMITTEE

- Terms of Reference:
 - advise Senate on the development of the Library as a centre of learning and research
 - advise Senate on the regulation governing the use of the Library
 - advise Council through Senate on the preparation of estimates, allocation of funds and the planning of major additions and services to the University Library
 - establish policy and procedures concerning the criteria to be used to determine publishable materials
 - consider manuscripts from staff who have applied for support to facilitate publication
 - develop the research policy of the University and advise Senate on the conduct and advancement of research



UNIVERSITY RESEARCH COMMITTEE

- submit to Senate annual reports with reference to the University Library and the publications of the University
- advise Senate on the Development of Research in the University and coordinate all research activities whether funded by the University or by outside grants
- administer the University research funds and such other funds as are placed at the disposal of the University for research and allocate the funds after considering requests and recommendations from Faculty Research Committees
- scrutinise/ support applications for grants for research after they have been considered by Faculty Research Committees and before submission to granting agencies
- deal with such other matters as are referred to it by Senate or Vice-Chancellor
- liaise with government, industry and other stakeholders on sponsorship



THE ACADEMIC BOARD OF POSTGRADUATE STUDIES

- Membership
 - Dean of PG School (Chairman)
 - Deans of Faculties
 - Chairmen/Reps, Faculty PG Committees
 - University Librarian of the Rep
 - DR/PAR PG School - Secretary
- Quorum - 40% of total membership



THE ACADEMIC BOARD OF POSTGRADUATE STUDIES

- Terms of Reference:
- To consider and decide on recommendation from Faculty PG Committees/Boards relating to applications for admission to courses for higher degrees which will include:
 - registration of students
 - approval of fields of study and nomination of supervisors
 - approval of titles of thesis and dissertations
 - approval of the appointment of internal and external examiners



THE ACADEMIC BOARD OF POSTGRADUATE STUDIES

- To recommend to Senate, on the advice of the Faculty PG Committee/Board, candidates for the award of higher degrees
- To review periodically the regulations governing the award of higher degrees and to advise on the interpretation of such regulations
- To publish the prospectus of PG studies, and the annual report of PG work, including titles and abstracts of thesis/dissertations accepted for higher degrees
- To review annually and report to Senate on the development of PG studies in the University