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UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA
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CRITERIA FOR APPOINTMENTS AND PROMOTIONS OF NON-TEACHING SENIOR MEMBERS (NON-ACADEMIC STAFF)



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UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA

AUGUST, 2019

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CRITERIA FOR APPOINTMENTS AND PROMOTIONS OF NON-TEACHING SENIOR MEMBERS (NON-ACADEMIC STAFF)

I. APPOINTMENTS AND PROMOTIONS COMMITTEES

To ensure consistency in the application of criteria for appointments and promotions, there shall be one committee for appointments and promotions in the University. However, there shall be a Registry Appointments and Promotions Review Committee. All first appointments to positions of Senior Member Administrative/Professional Positions shall be by interview.

I.1 University Appointments and Promotions Board

There shall be a University Appointments and Promotions Board whose composition and functions shall be as provided for by the Statutes, as follows:

I.1.1 Composition

- a) Vice-Chancellor
- b) Pro Vice-Chancellor
- c) Two (2) members elected by Academic Board, not below the rank of Associate Professor; provided that where there are no Associate Professors, they should be chosen from the next lower rank.
- d) Dean of Faculty of which the appointment is being made.
- e) Head of Department, in which the appointment is being made.
- f) Head of Cognate Department in which the appointment is being made.
- g) The Registrar shall be in attendance.

With regard to interviews for fresh appointments of administrative and professional positions equivalent to professorial status, an external assessor shall be appointed to serve on the Committee but shall not be entitled to vote.

1.1.2 Quorum

The quorum shall be five (5) members of the total membership.

- a) The Vice-Chancellor shall be present at all appointments and promotions to professorial status and equivalent.
- b) For appointments and promotions to grades below those specified above, business shall be conducted only in the presence of either the Vice-Chancellor or the Pro-Vice-Chancellor.

1.2 Registry Appointments and Promotions Review Committee

There shall be a Registry Appointments and Promotions Review Committee whose composition and function shall be as follows:

1.2.1 Composition

- a) Registrar as the Chairman
- b) Director of Finance
- c) Director of Internal Audit
- d) Head of Unit of the Applicant
- e) Director of Human Resource

The Registry Appointments and Promotions Review Committee may co-opt other members as appropriate to assist in its work.

I.2.2 Functions

- a) The Registry Appointments and Promotions Review Committee shall consider applications for appointments and promotions to Senior Member positions in the Non-Academic Units in the University and shall forward the papers of all applicants with its recommendations to the University Appointments and Promotions Board.
- b) The Registry Appointments and Promotions Review Committee shall have at least two (2) meetings in a semester, unless there are no applications to be considered.
- c) All applications for appointments and promotions shall be forwarded to the Registrar in the first instance. The Registrar shall then forward each application with his/her comments to the Registry Appointments and Promotions Review Committee for consideration. No applications shall be withheld from the Registrar, and the Registrar, in turn, shall not withhold any application(s) from the Registry Appointments and Promotions Review Committee.
- d) The Registrar, in submitting his/her comments to the Registry Appointments and Promotions Review Committee, must include the comments of the Head of Unit of the applicant unless the Head of Unit is below the rank being sought by the applicant.
- e) The Registry Appointments and Promotions Review Committee shall consider all applications for appointments and promotions and shall forward the papers of all applicants with its comments and recommendations to the University Appointments and Promotions Board.

1.2.3 Conditions

- a) Head of Unit shall not be below the rank of the position to which the candidate is seeking to be appointed or promoted.
- b) Where any member of the Registry Appointments and Promotions Review Committee is being considered for promotion, he/she shall not be present at the meeting.
- c) No business shall be conducted by the Registry Appointments and Promotions Review Committee unless there are at least 50% of the members present.
- d) If in the observation of the provision of Section 1.2.1 above, the membership of the Registry Appointments and Promotions Review Committee is less than 50% then the papers of the candidate shall then be forwarded directly to the University Appointments and Promotions Board for consideration.
- e) Promotions shall generally proceed from one rank to the immediate next rank of administrative or professional grade.
- f) The effective date for the promotion of an applicant shall be the date of submission of application. This shall be confirmed in the minutes and report of the Registry Appointments and Promotions Review Committee.
- g) Applications for promotion supported by materials for assessment may not be processed unless received at least six (6) months to retirement.
- h) Promotion to the rank of Director shall be by appointment.
- i) For appointments or promotions to the administrative/professional grades, evidence of promise or continuing performance in respect of the following shall be required:

- (i) Promotion of work
- (ii) Quality of work
- (iii) Community service
- (iv) Proven ability/knowledge of workshop
- (v) Initiative and reliability
- (vi) Leadership

2. APPOINTMENTS

2.1 General Provision for Appointments

2.1.1 Procedure for Full-Time Appointment

All full-time appointments into administrative positions shall be by interview. A candidate seeking appointment to an administrative position must obtain and complete in quadruplicate, the University's Application for Appointment Form (Appendix I) from the Registrar.

The following documents must accompany the completed form:

- a) Transcripts of academic qualifications and photocopy of certificates;
- b) Detailed current curriculum vitae;
- c) Four (4) recent passport-sized photographs (not more than three (3) months old);
- d) Names and addresses of at least three (3) referees.

2.1.2 Candidates for appointments must have a minimum of a Master's degree and/or professional qualification (s) where indicated, as such. Candidates must:

- a) Attend and pass an interview;

- b) Have a grasp of administrative procedures or regulations and organisational ability
- c) Demonstrate leadership skills
- d) Demonstrate initiative and reliability
- e) Have a sense of responsibility
- f) Be certified as medically fit

2.2 Norms for Assessable Areas

Each of the seven assessable areas must be scored as follows:

Weighting for Appointment (Interview)

NO.	ITEM	SCORE (%)
1.	Qualification	10
2.	Background	10
3.	Experience	10
4.	Appearance	5
5.	General Intelligence	20
6.	Reliability	15
7.	Aptitude	30
	Total	100

2.3 REGISTRY

The ranks for staff appointments at the General Administration (Academic Affairs/Human Resource/Public Affairs/Quality Assurance/Business Development Centre/Marketing Officers/Communication Officers) are as follows:

- Junior Assistant Registrar and Equivalent Professional Grade¹
- Assistant Registrar and Equivalent Professional Grade¹

- Senior Assistant Registrar and Equivalent Professional Grade¹
- Deputy Registrar/and Equivalent Professional Grade¹
- Registrar

2.3.1 Junior Assistant Registrar and Equivalent Professional Grade¹

Applicants to the grade of Junior Assistant Registrar and Equivalent Professional Grade¹ must:

- a) Possess a relevant Master's degree or a Professional qualification.
- b) Have scored at least 60% score of the total score and 60% in the assessable area "Aptitude" at the interview.

Upon satisfactory performance in the grade of Junior Assistant Registrar, the staff shall be promoted to the next grade.

2.3.2 Assistant Registrar/and Equivalent Professional Grade¹

- a) The requirements for the appointment of an Assistant Registrar grade are:
 - (i) At least a Master's degree and/or a professional qualification
 - (ii) Membership of a registered professional association (Professional Grade Staff).
 - (iii) Satisfactory performance in the grade of Junior Assistant Registrar for at least two (2) years.

¹[NOTE: Proposal for "Equivalent Professional Grade:" e.g. Marketing Officer, Communication Officer]

- (iv) To have at least two (2) years post-qualification experience preferably in higher education administration or relevant field.
- a) The appointment shall normally be for four (4) years, the first year of which shall be a period of probation.
- b) The appointment shall be reviewed before the end of the fourth year and may be renewed upon satisfactory performance.

2.3.3 Senior Assistant Registrar/Deputy and Equivalent Professional Grade¹

A candidate seeking appointment as Senior Assistant Registrar must:

- a) Satisfy the academic qualifications and/or professional qualifications specified for Assistant Registrar under **Section 2.3.2.**
- b) Have served as Assistant Registrar or equivalent rank in a University or an analogous institution for a minimum of four (4) years

OR

- c) Possess a minimum of six (6) years relevant post-qualification experience in an industry, commerce or public service.
- d) Have at least five (5) publications/position papers/memoranda/reports in his/her area.
- e) Have favourable reports from two (2) external assessors on the candidate's memoranda, reports, papers, publications, etc.
- f) Show evidence of significant impact in administration in an analogous organization.

2.3.4 Deputy Registrar/Director and Equivalent Professional Grade¹

A candidate seeking appointment as Deputy Registrar must:

- a) Possess a Master's degree and/or a professional qualification.
- b) Be a member of a registered professional association (Professional Grade Staff)
- c) Have served as Senior Assistant Registrar or equivalent rank in a university or an analogous institution for a minimum of six (6) years or eight (8) years' experience from industry.
- d) Have at least twelve (12) publications/position papers/memoranda/reports in his/her area of specialization, two of which must be in a refereed journal.
- e) Have favourable reports from two (2) External Assessors on the candidate's memoranda, reports, papers, publications, etc.
- f) Have one of the external assessors may sit in at the interview.
- g) Appointment is tenured.

Promotion from one grade to another shall be subject to availability of vacancy.

2.3.5 Administrative Directors of Directorates

The position of Administrative Director shall be filled internally by appointment. Those considered for the position shall be assessed based on requisite qualifications in the appropriate area of relevant expertise (e.g. HRM/D; Public Affairs; Academic Affairs etc.) and experience as well as evidence of competence and demonstrable leadership. Where there is no suitable candidate internally, the position shall be filled externally by appointment.

2.3.6 Registrar

The Registrar shall be appointed in accordance with the provisions of the Act and Statutes of the University.

2.4 FINANCE AND AUDIT DIRECTORATES

The establishment grade at the Finance and Audit Directorates are:

- Assistant Accountant/Assistant Internal Auditor
- Accountant/Internal Auditor
- Senior Accountant/Senior Internal Auditor
- Deputy Director
- Director

2.4.1 Assistant Accountant/Assistant Internal Auditor

A candidate must possess:

- a) A final Examinations Certificate of any of the following professional bodies:
 - (i) Institute of Chartered Accountants (ICA, Ghana)
 - (ii) Association of Chartered Certified Accountants (ACCA)
 - (iii) Chartered Institute of Management Accountants (CIMA)or any other recognized Accounting/finance programme

OR

- b) A relevant Master's degree in Accountancy or Finance or any equivalent qualification.
- c) Have scored at least 60% score of the total score and 60% in the assessable area "Aptitude" at the interview.

- d) A candidate appointed under section **(b)** above must take steps to improve himself/herself professionally at most **five (5) years** after appointment, to be considered for promotion to the next higher rank of Accountant/Internal Auditor.

2.4.2 Accountant/Internal Auditor

For appointment to the above rank, a candidate must:

- a) Have served as Assistant Accountant/Assistant Internal Auditor for a minimum of two (2) years in the service of the University or analogous institution or three-year post-qualification experience in a relevant role.
- b) Hold a Master's degree in Accounting/Finance with not less than **three (3) years** post-qualification experience in a University or an analogous institution.
- c) Must be a member of a recognised Professional Body (ICA, ACCA, CIMA, etc.)

2.4.3 Senior Accountant/Senior Internal Auditor

A candidate must:

- a) Possess a Master's degree in a relevant field
- b) Be a member of a recognized professional body.
- c) Have a minimum of four (4) years post-qualification experience.
- d) Have served as Accountant/Internal Auditor for a minimum of four (4) years in the University or analogous institution

OR

- e) Possess a minimum of six (6) years relevant post-qualification experience in an industry, commerce or public service.
- f) Have at least five (5) publications/position papers/memoranda/reports in his/her area.
- g) Have favourable reports from two (2) External Assessors on the candidate's memoranda, reports, papers, publications, etc.

2.4.4 Deputy Director of Finance/Deputy Director of Internal Auditor

A candidate seeking appointment to the above position must:

- a) Be a member of a recognized professional body.
- b) Have served in the University or analogous institution for a minimum of six (6) years as Senior Accountant/Senior Internal Auditor.

OR

- c) Possess a minimum of eight (8) years relevant post-qualification experience in the industry, commerce or public service as a Senior Accountant or Senior Auditor.
- d) Have at least seven (7) publications/position papers/memoranda/reports in his/her area of specialization, two of which must be in a refereed journal.
- e) Reports from two (2) External Assessors, one of whom shall be a member of the interview panel, shall be required.

2.4.5 Director of Finance/Director of Internal Audit

The Director of Finance and Internal Audit shall be appointed in accordance with the Act and provisions in the Statutes.

2.5 LEGAL SERVICES DIRECTORATE

The Legal Directorate shall have the following establishment positions:

- Assistant Legal Officer
- Legal Officer
- Senior Legal Officer
- Deputy Director
- Director

2.5.1 Assistant Legal Officer

A candidate seeking appointment as a Legal Officer must:

- a) Possess an LLB Degree and a BL qualification.
- b) Be registered by the Ghana Legal Council.
- c) Have scored at least 60% score of the total score and 60% in the assessable area “Aptitude” at the interview.

2.5.2 Legal Officer

A candidate seeking appointment as a Legal Officer must:

- a) Possess an LLB Degree and a BL qualification.
- b) Have Master's Degree in Law
- c) Be registered by the Ghana Legal Council.
- d) Have two (2) years relevant working experience

2.5.3 Senior Legal Officer

A candidate seeking appointment as Senior Legal Officer must:

- a) Possess an LLB degree and a BL qualification.

- b) Be registered by the Ghana Legal Council and in good standing.
- c) Have Master's Degree in Law
- d) Have six (6) years relevant post-qualification experience as a Barrister of Law in industry or Public Service or four (4) years working experience as a Barrister of Law in a University or an analogous institution.
- e) Have at least five (5) publications/position papers/memoranda/reports in his/her area.
- f) Have favourable reports from two (2) External Assessors on the candidate's memoranda, reports, papers, publications, etc.

2.5.3 Deputy Director, Legal

A candidate seeking appointment as Deputy Director must:

- a) Possesses an LLB degree and a BL qualification.
- b) Have Master's Degree in Law
- c) Be registered by the Ghana Legal Council and in good standing.
- d) Have six years (6) relevant post-qualification experience as a Barrister of Law in a University or analogous institution or eight (8) years relevant post-qualification experience as a Barrister of Law in industry of Public Service.
- e) Have at least seven (7) publications/position papers/memoranda/reports in his/her area of specialization, two of which must be in a refereed journal.

- f) Reports from two external assessors, one of whom shall be a member of the interview panel, shall be required.

2.5.4 Director, Legal

A candidate seeking appointment as Deputy Director (Legal Unit) must:

- a) Possess an LLB degree and a BL qualification.
- b) Be registered by the Ghana Legal Council and in good standing.
- c) Have a Master's degree in Law
- d) Have ten (10) years relevant post-qualification experience as a Barrister of Law in a University or analogous institution.
- e) Have at least twelve (12) publications/position papers/memoranda/reports in his/her area of specialization, two of which must be in a refereed journal
- f) Have reports from two external assessors, one of whom shall be a member of the interview panel, shall be required.

2.6 PROCUREMENT UNIT

Establishment positions in the Procurement Unit are:

- Assistant Procurement Officer
- Procurement Officer
- Senior Procurement Officer
- Deputy Procurement Officer
- Chief Procurement Officer

2.6.1 Assistant Procurement Officer

A candidate seeking appointment as Assistant Procurement Officer must:

- a) Possess a first degree and a master's degree (with options in Procurement, Supply Chain Management, Logistics or Operations Management)

OR

- b) Have Final Examination Certificate of the major Professional Procurement and Supply Bodies or their equivalents Chartered Institute of Procurement and Supply (CIPS) or its equivalence.

2.6.2 Procurement Officer

A candidate seeking appointment to the grade of Procurement Officer must:

- a) Possess a first degree and a master's degree (with options in Procurement, Supply Chain Management, Logistics or Operations Management).
- b) Be a member of the major Professional Procurement and Supply Bodies or their equivalence Chartered Institute of Procurement and Supply (CIPS).

- c) Have a minimum of two (2) years relevant post-qualification experience in the service of the University or comparable institution.

2.6.3 Senior Procurement Officer

A candidate seeking appointment to the grade of Senior Procurement Officer must:

- a) Possess a first degree and a Master's Degree (with options in Procurement, Supply Chain Management, Logistics or Operations Management).
- b) Be a member of the major Professional Procurement and Supply Bodies or their equivalents Chartered Institute of Procurement and Supply (CIPS).
- c) Have a minimum of four (4) years relevant post-qualification experience at the rank of Procurement Officer in the service of the University or comparable institution or six (6) years post-qualification experience in industry or commerce.
- d) Have at least five (5) additional publications (projects/refereed papers/position papers/memoranda/proposals/legal opinions) in his/her area of specialization.
- e) Two external assessors' reports will be required. One of the assessors shall be invited to be a member of the interview panel.

2.6.4 Deputy Procurement Officer

A candidate seeking appointment to the grade of Principal Procurement Officer must:

- a) Possess a first degree and a Master's Degree (with options in Procurement, Supply Chain Management, Logistics or Operations Management).
- b) Be a member of the major Professional Procurement and Supply Bodies or their equivalents Chartered Institute of Procurement and Supply (CIPS).
- c) Have a minimum of ten (6) years relevant post-qualification experience in the service of the University or comparable institution or eight (8) year post-qualification experience from industry or commerce.
- d) Have at least seven (7) additional publications (projects/refereed papers/position papers/memoranda/proposals/legal opinions) in his/her area of specialization.
- e) Two external assessors' reports will be required. One of the assessors shall be invited to be a member of the interview panel.

2.6.5 Director of Procurement

Appointment to the position of Director of Procurement shall be in accordance with the University Statutes.

2.7 WORKS AND PHYSICAL DEVELOPMENT DIRECTORATE

The Works and Physical Development Directorate has the following staff positions:

- Assistant Engineer/Assistant Quantity Surveyor/Assistant Architect/Assistant Estate Officer/Assistant Facility Manager/Assistant Sanitation, Environment Health & Safety Officer
- Engineer/Quantity Surveyor/Architect/Estate Officer/Facility Manager/ Sanitation, Environment Health & Safety Officer
- Senior Engineer/Senior Quantity Surveyor/Senior Architect/Senior Estate Officer/Senior Facility Manager/Senior Sanitation, Environment Health & Safety Officer
- Deputy Director of Works and Physical Development/ Sanitation, Environment, Health & Safety
- Director

2.7.1 Assistant Engineer/Assistant Quality Surveyor/Assistant Architect/Assistant Estate Officer/Assistant Facility Manager/Assistant Sanitation, Environment Health & Safety Officer

A candidate seeking appointment as Assistant Engineer or any of its analogous ranks must:

- a) Have a minimum of BSc in the relevant area of specialization.
- b) Be a registered member of the related professional body.

A candidate appointed under such conditions must take steps to improve himself/herself professionally at most five (5) years after appointment before being promoted to the next higher rank of Engineer/Quantity Surveyor/Architect/Estate Officer/Facility Manager/ Sanitation, Environment Health & Safety Officer

2.7.2 Engineer/Quantity Surveyor/Architect/Estate Officer / Facility Manager/ Sanitation, Environment Health & Safety Officer

A candidate seeking appointment as Engineer or any of its analogous ranks must:

- a) Possess a BSc degree and a Master's degree in his/her related area of specialization.
- b) Be registered member of the related professional body in good standing.
- c) Have two years relevant working experience.

2.7.3 Senior Engineer/Senior Quantity Surveyor/Senior Architect/Senior Estate Officer/Senior Facility Manager / Senior Sanitation, Environment Health & Safety Officer

- a) Possess a BSc degree and a Master's degree in his/her related area of specialization.
- b) Be a registered member of the relevant professional body in good standing
- c) Have six (6) years relevant post-qualification experience or four (4) years working experience as an Engineer or analogous ranks in a University or analogous institution.
- d) Have at least five (5) additional publications (projects / refereed papers/position papers/memoranda/ proposals/legal opinions)

in his/her area of specialization.

- e) Two external assessors' reports will be required. One of the assessors shall be invited to be a member of the interview panel.

2.7.4. Deputy Director Works and Physical Development/ Sanitation, Environment Health & Safety

A candidate seeking appointment as Deputy Director of Works and Physical Development must:

- a) Possess a BSc and a Master's degree.
- b) Be a registered member of the related professional body and in good standing.
- f) Have at least six (6) years experience as a Senior Engineer or any of its analogous positions in a University or analogous higher institution or eight (8) years post professional qualification experience. Have at least seven (7) additional publications (projects/refereed papers/position papers/memoranda/proposals/legal opinions) in his/her area of specialization.
- c) Reports from two external assessors, one of whom shall be a member of the interview panel, shall be required.

2.7.5 Director of Works and Physical Development

The Director of Works and Physical Development shall be appointed in accordance with the Statutes of the University.

2.8 INFORMATION SERVICES AND TECHNOLOGY DIRECTORATE (ISTD)/DOCUMENTATION AND INFORMATION CENTRE (DIMC)

Technical staff categorisation in the ISTD or DIMC shall be as follows:

- a. Information Technology IT Officers (IT Administrators, Systems Analysts, Programmers/Application Developers, Network Engineers, Software Engineers)
- b. Information Systems Officer (IS/MIS Administrators, Systems Analysts, IS/System Auditors)
- c. Information Management (IM) Officers (Records Managers, Archivists, Data Analysts, Database Administrators)

Staff positions in the Information Services and Technology Directorate/Documents Information & Management Centre (DIMC) are as follows:

- Assistant IT/IS/IM Officer
- IT/IS/IM Officer
- Senior IT/IS/IM Officer
- Deputy Director
- Director

2.8.1 Assistant IT/IS/IM Officer

A candidate seeking appointment into any of the above positions must:

- a) Have a Master's degree in Information Technology, Computer Science, Computer Engineering Information Systems, Information Science or Informatics.

OR

- b) Any other IT/IS/IM related discipline may be considered.
- c) A candidate appointed under such conditions must take steps to improve himself/herself professionally within two (2) years after appointment before being considered for promotion to the next higher rank.
- d) A candidate who possesses a first degree in any of the above mentioned areas with professional certification at the final or expert level in areas such as Microsoft, Cisco, Information Systems Audit and Control Association (ISACA) or other relevant professional certification with two years' work experience may be considered.

2.8.2 IT/IS/IM Officer

A candidate applying for any other above positions must:

- a) Have a Master's degrees in Information Technology, Computer Science, Computer Engineering Information Systems, Information Science, Informatics or related discipline.
- b) Have certification at the final or expert level in areas such as Microsoft, Cisco, Information Systems Audit and Control Association (ISACA) or other relevant professional certification or A member in good standing of a relevant professional body.
- c) Have a good knowledge of the current IT/IS/IM systems environment.
- d) Have at least two years post-qualification experience .

2.8.3 Senior IT/IS/IM Officer

A candidate seeking appointment into any of the above positions must:

- a) Possess a Master's degrees in Information Technology, Computer Science, Computer Engineering Information Systems, Information Science, Informatics or related discipline.
- b) Have worked for a minimum of four (4) years as an IT/IS/IM Officer or in analogous position in a University or have at least eight (6) years relevant experience.
- c) Have considerable experience in IT/IS/IM application or system design and development, modification and reviews, and system documentation or development of manuals of procedures or five (5) publications (projects/position papers etc.).
- d) Must show evidence of the above.

2.8.4 Deputy Director

A candidate seeking appointment to the above position must:

- e) Possess a Master's degrees in Information Technology, Computer Science, Computer Engineering Information Systems, Information Science, Informatics or related discipline.
- a) Have worked for a minimum of six (6) years relevant experience as a Senior IT/IS/IM Officer or analogous position in a University or have at least eight (8) years relevant experience.
- b) Have knowledge and ability to develop systems, capable of conducting feasibility studies into potential IT/IS/IM

applications or systems and producing reports.

- c) Have knowledge in current IT/IS/IM Systems Environment and capable of carrying out maintenance and enhancement of existing systems, reviewing and revising procedures and standards.
- d) Capable of providing and arranging for required technical support and assistance to staff and users and arranging with suppliers or vendors or agencies for proper troubleshooting and maintenance.
- e) Have proven administrative and supervisory skills.
- f) Two External Assessors Reports on candidate's memoranda, reports, papers publications, etc., will be required. One of the external assessors shall be present at the interview.

2.8.5 Director of Information Services and Technology Directorate (ISTD)/DIMC

A candidate seeking appointment to the above position must:

- a) Possess a Master's degrees in Information Technology, Computer Science, Computer Engineering Information Systems, Information Science, Informatics or related discipline
- b) Have at least four years relevant experience as Deputy Director (IT/IS/IM) in a University or analogous institution or have at least twelve years relevant post-qualification experience in IT/IS/IM or in related areas.
- c) Reports from two External Assessors who shall also be members of the interview panel shall be required. The position shall be by appointment only and through advertisement.

- d) The appointment shall be in accordance with the Statutes of the University.

2.9 HEALTH SERVICES DIRECTORATE

The Health Services Directorate shall have the following establishment positions:

- Medical Officer/Dental Surgeon/Pharmacist/Hospital Administrator
- Senior Medical Officer/ Dental Surgeon/Pharmacist/Hospital Administrator
- Principal Medical Officer/ Dental Surgeon/Pharmacist/Hospital Administrator
- Deputy Director
- Director

2.9.1 Medical Officer/ Dental Surgeon/Pharmacist/Assistant Hospital Administrator/Analogous Qualifications

A candidate must:

- a) Possess a degree in Medicine (MB, CHB); Dental Surgery (BDS); Pharmacy (Pharm.D); Hospital Administrator (MA/MBA/MPhil).
- b) Be registered with the Ghana Medical and Dental Council (MDC); or Ghana Pharmacy Council; where applicable) and analogous professional bodies.
- c) Have two (2) years post-qualification experience.
- d) Show evidence of having contributed to improvement in health services delivery.

2.9.2 Senior Medical Officer/ Senior Dental Surgeon/Senior Pharmacist/Hospital Administrator/Analogous Positions

A candidate must:

- a) Possess qualifications as cited in Section 2.9.1.
- b) Must have been registered with the relevant professional bodies (GMDC; Pharmacy Council)
- c) Must have served as Medical Officer or its equivalent rank as above for at least four (4) years.
- d) Show evidence of having contributed to improvement in health services delivery.

2.9.3 Principal Medical Officer/Principal Dental Surgeon/ Principal Pharmacist / Hospital Administrator/Analogous Positions.

A candidate must:

- a) Possess qualifications as cited in Section 2.9.2 above.
- b) Must have been registered with the relevant professional bodies (GMDC; Pharmacy Council).
- c) Must have served as Senior Medical Officer or its equivalent rank as above for at least four (4) years.
- d) Show evidence of having contributed to improvement in health services delivery.
- e) A specialist qualification in Medicine is an added advantage.

2.9.4 Deputy Director of Health Services (2 Positions)

A candidate must:

- a) In addition to first degree in the relevant area, possess a postgraduate degree in the relevant area.
- b) Be registered with the Ghana Medical and Dental Council (GDMC) and any relevant professional body (Ghana Pharmacy Council).
- c) Have served as Principal Medical Officer/Principal Dental Surgeon/Principal Pharmacist in the University or analogous institution for six (6) years.
- d) He/she must show evidence of having contributed to improvement in health services delivery.
- e) Reports from two external assessors, one of whom shall be a member of the interview panel, shall be required.

2.9.5 Director of Health Services

Appointment of Director of University Health Services shall be in accordance with the University Statutes.

3. PROBATION PERIOD

All newly appointed persons shall serve a probation period of not less than one year.

3.2 Mentorship

If the Appointments and Promotions Board approves an application for appointment, the appointee may be assigned to a Mentor for the period of his/her probation.

4. CONFIRMATION OF APPOINTMENT

4.1 All appointments on probation (other than temporary appointments) shall be subject to confirmation at the end of the probation period.

4.2 Procedure for Confirmation of Appointment

4.2.1 At the end of the probation period, the appointee's Head of Directorate/Division/Unit and Mentor shall each submit a report in accordance with the approval guidelines for reporting on appointees on probation to the Registrar.

4.2.2 On receipt of the Head of Directorate/Division/Unit and Mentor's reports, the Registrar shall attach his/her completed Assessment Form on the appointee and if he/she finds the reports satisfactory shall forward same for consideration by the Registry Appointment Review Committee.

4.2.3 The Registry Appointments and Promotions Review Committee shall submit its report to the Registrar.

4.2.4 On receipt of the Registry Appointments and Promotions Review Committee's report, the Registrar shall ensure that the reports are in order before preparing same for consideration by the University Appointments and Promotions Board.

4.3 Unsatisfactory Reports

At the end of probation, if a report is found to be unsatisfactory, the period of probation may be extended up to a year.

4.4 If the report is satisfactory, the decision of the University Appointments and Promotions Board shall include confirmation of the appointment for up to the first six years, with effect from the date of appointment.

4.5 Termination of Appointment of Employee on Probation

Termination of appointment of an employee on probation shall be in accordance with the provisions in the Statutes of the University and the Conditions of Service for Senior Members:

- a) The appointment of an employee on probation may be terminated by the University at any time on reasons made known to the employee.
- b) Employee will become eligible for confirmation in his/her appointment, subject to a report of satisfactory work and conduct by the Head of Directorate/Division/Unit concerned.

5.0 PROMOTIONS

- 5.1** Promotions must be based on consistent, fair and clear-cut policies. It is important to determine the minimum criteria for advancement and make employees aware of the standards required to earn promotion.

5.2 Non-Teaching Units

The Non-Teaching units in the University comprise General Administration, Directorates and Centres which are listed as follows:

- a) General Administration
- b) Finance Directorate
- c) Internal Audit Directorate
- d) Academic Affairs Directorate
- e) Public Affairs Directorate
- f) Information Services and Technology Directorate (ISTD)
- g) Documentation and Information Management Centre (DIMC)
- h) Quality Assurance Directorate
- i) Works and Physical Development Directorate
- j) Health Service Directorate
- k) Human Resource Directorate

- l) Legal Services Directorate
- m) Procurement Unit
- n) Business Development Centre
- o) Centres

The Non-teaching Senior Members can be classified into eight (8) main categories:

- 1) General Administration (Academic Affairs/ Human Resource Directorate/ Quality Assurance/ Business Development/ Public Affairs/Industrial Relations)
- 2) Finance and Internal Audit Directorates
- 3) Legal Services Directorate
- 4) Procurement Unit
- 5) Information Services and Technology Directorate (ISTD)
- 6) Documentation and Information Management Centre (DIMC)
- 7) Works and Physical Development
- 8) Health Services Directorate

5.3 Guidelines for Promotion of Non-Teaching Senior Members (Conditions for Promotion)

The following general conditions shall apply:

- a) Promotion shall generally proceed from one rank to the immediate next rank of administrative or professional grade.
- b) The effective date for the promotion of an applicant shall be the date of submission of application; this shall be confirmed in the minutes and report of the Registry Appointments and Promotions Review Committee.
- c) Application for promotion supported by materials for assessment may not be processed unless they were received at

least six months to retirement.

d) Promotion to the rank of a Director shall be by appointment.

5.4 General Procedure for Promotion

The following General Procedure for Promotion shall apply in all cases:

- a) Any Non-Teaching Senior Member who wishes to be considered for promotion shall complete the prescribed application Form (Appendix 2) indicating the rank being sought together with the relevant supporting documents including, completed appraisal form, technical reports/ papers, memoranda, reports and minutes, refereed publications and curriculum vitae through the Registrar to the Vice-Chancellor.
- b) The Vice-Chancellor shall refer all applications for promotions and portfolio of evidence to the Registry Appointments and Promotions Review Committee for assessment.
- c) The Registry Appointments and Promotions Review Committee shall review/assess the application and forward a comprehensive report of candidates' suitability for the rank to the University Appointments and Promotions Board for approval.
- d) In the case of Senior Assistant Registrar and analogous ranks, the technical papers submitted shall be reviewed by External Assessors.
- e) The University Appointments and Promotions Board shall invite applicants for interview.

5.4.1 Flow Chat on Application for Promotion



5.5 Weighting for Promotion

Each of the six assessable areas must be scored as follows:

General Weighting for Promotion

NO.	ITEM	SCORE (%)
1	Quality of work	40
2	Promotion of work	30
3	Conferences/Workshops/Seminars/ Short Courses attended	5
5	Community Service	5
6	Interview	20
	TOTAL	100

	ITEM	POINTS	SCORES
1.0	QUALITY OF WORK (40)		
i	Knowledge of work. This will involve grasp of administrative procedures, current administrative policies and guidelines	1-15	
ii	Ability to work independently	1-5	
iii	Initiative, resourcefulness and drive	1-5	
iv	Sense of responsibility	1-5	
v	Capacity for sustained work	1-5	
vi	Human Relations	1-5	
	SUB-TOTAL		
2.0	PROMOTION OF WORK (30)		
2.1	Technical Reports / Publications in the area of the applicant's work approved by Management	1-30	
	SUB-TOTAL		
3.0	CONFERENCES/WORKSHOPS/ SEMINARS/ SHORT COURSES (5)	1-5	
i	Workshops		
ii	Short courses		
	SUB-TOTAL		

4.0	EXTENSION/COMMUNITY SERVICE (5)	1-5	
i.	Contribution to Community/society		
ii	Contribution to National Development		
	SUB-TOTAL		
5.0	INTERVIEWS (20)	1-20	
i	Registry Appointment Review Committee (20)		
	SUB-TOTAL		
	TOTAL ASSESSMENT	100	

5.6 Grading of Assessment

Grading of Assessment shall be as follows:

- Excellent 80% - 100%
- Very Good 70% - under 80%
- Good 60% - under 70%
- Average 50% - under 60%
- Below Average 40% - under 50%
- Fail Below 40%

5.7 Requirement for assessment in the Registrar's Department

Candidates in the Registrar's Department shall include Administrative Senior Members in the University irrespective of where they have been posted.

Candidates seeking promotions must satisfy the following conditions:

S/N	RANK	CONDITION
5.7.1	Promotion from Junior Assistant Registrar to Assistant Registrar	a) Must have been engaged in the University as a Junior Assistant Registrar for at least two (2) years. b) Must attain a minimum of 50% performance mark in Quality of work c) Will have to go through an interview process.

5.7.2	Promotion from Assistant Registrar to Senior Assistant Registrar	<ul style="list-style-type: none"> a) Must have served as an Assistant Registrar in the University four (4) years b) Must attain a minimum of 60%marks in the weighting criteria; c) Two External Assessors' report on `candidate's technical reports/papers, refereed publications will be required. Candidates must submit at least three of such documents.
5.7.3	Promotion from Senior Assistant Registrar to Deputy Registrar	<ul style="list-style-type: none"> a) Must have served as Senior Assistant Registrar in a University for at least six (6) years. b) Must attain a minimum of 70% marks in weighting criteria. c) Two External Assessors' reports on candidate's technical reports/papers, refereed publications shall be required. Candidates must submit at least seven of such documents.
<p>NOTES: In assessing Promotion of Work, the candidate's papers (Technical Reports, publications/ proposals, etc) shall provide evidence of any of the following: (a) must lead to a policy direction; (b) must impact on policy implementation; and (c) must lead to initiation and/ or innovation of a new product for new policy directive.</p>		

5.8 Requirement for Assessment in the Directorates of Finance and Internal Audit

Candidates seeking promotion in the Finance and Internal Audit Directorates must satisfy the following conditions:

S/N	RANK	CONDITION
5.8.1	Promotion from Assistant Accountant/ Assistant Internal Auditor to Accountant/ Internal Auditor	<ul style="list-style-type: none"> a) The candidate must have served as Assistant Accountant/ Assistant Internal Auditor in the University for a minimum of two (2) years; b) Must attain a minimum of 50% performance mark in all the areas listed under quality of work; c) Must be a Chartered Accountant and in addition possess a master's degree in Accounting or Finance or related field. d) Must be a member of a recognized professional body.
5.8.2	Promotion from Accountant/ Internal Auditor to Senior Accountant/ Senior Internal Auditor	<ul style="list-style-type: none"> a) The candidate must have served as accountant/ internal auditor in a university for a minimum of four (4) years. b) Must attain a minimum of 60% marks in weighting criteria c) Two Assessors' report on candidate's technical reports/ papers, refereed publications, shall be required. Candidates must submit at least three of such documents. d) Must be a Chartered Accountant and in addition possess a master's degree in Accountant or Finance and related discipline.
5.8.2	Promotion from Senior Accountant/Internal Auditor to Deputy Accountant/Deputy Internal Auditor	<ul style="list-style-type: none"> a) Candidates must have served in the University for six (6) years as Senior Accountant/ Senior Internal Auditor.

		<ul style="list-style-type: none"> b) Must attain a minimum of 70% marks in weighting criteria c) Two assessors' reports on candidates technical reports/papers, refereed publications, shall be required candidates must submit at least seven of such documents d) Must be a Chartered Accountant and in addition possess a master's degree in Accountant or Finance and related discipline.
<p>NOTES: Written Technical Reports/papers on effective internal accounting controls, risk assessment, accounting procedures and other related issues. The Reports must: (a) lead to change in policy (b) impact on policy; (c) provide sound financial advice to management and various University Committees and units. Memoranda or reports prepared for management attention to initiate policy changes with respect to achieving objectives of the university shall be required for promotion.</p>		

5.9 Requirement for Assessment of Directorate of Works and Physical Development (Sanitation/ Health)

Candidates seeking promotion in the Directorate of works and physical Development must satisfy the following conditions:

S/N	RANK	CONDITION
5.9.1	Promotion from Assistant Engineer/ Assistant Architect/ Assistant Estate Officer/Facility Manager/Assistant Environmental Health & Safety Officer to Engineer/ Quantity Surveyor/ Architect/ Estate Officer/ Facility Manager/ Environmental Health & Safety Officer	<ul style="list-style-type: none"> a) Asst. Engineer/ Asst. Quantity Surveyor/ Asst. Architect/ Assist Estate Officer/ Asst. Facility Manager/ Asst. Environmental Health & Safety Officer in the University for two (2) years. b) Must attain a minimum of 50% performance mark under Quality of Work;

5.9.2	Promotion from Engineer/ Quantity Surveyor/ Architect/ Estate Officer/ Facility Manager/ Environmental Health & Safety Officer to Senior Engineer/ Senior Quantity Surveyor/ Senior Architect/ Senior Estate Officer/ Senior Facility Manager/Senior Environmental Health & Safety Officer.	<ul style="list-style-type: none"> a) The candidate must have served as Engineer/ Quantity Surveyor/ Architect/ Estate Officer/ Facility Manager/ Environmental Health & Safety Officer in the University for a Minimum of four (4) years. b) Must attain a minimum of 60% marks in weighting criteria under Quality of Work; c) Two assessors' reports on candidate's technical reports/ papers, memoranda, reports on contract post-contract services shall be required. Candidates must submit at least three of such documents.
5.9.3	Promotion from Senior Engineer/ Senior Quality Surveyor/ Senior Architect/ Senior Estate Officer/ Senior Facility Manager/ Senior Environmental Health & Safety Officer to Deputy Director Workers & Physical Development.	<ul style="list-style-type: none"> a) Candidates must have served in the University for six (6) years as Snr. Engineer/ Snr. Quality Surveyor/ Snr. Architect/ Snr. Estate Officer/ Snr. Facility Manager/ Snr. Environmental Health & Safety Officer. b) Must attain a minimum of 70% marks in weighting criteria. c) Two External Assessors' reports on candidate's technical reports/ papers, memoranda, reports & minutes of pre-contract and post-contract shall be required. Candidates must submit at least seven (7) of such documents.
<p>NOTES: In assessing Promotion of Work, the candidates shall be assessed on the following:</p> <p>(I) Pre-Contract Services: (a) Advising clients; (b) Developing briefs (c) Design-sketch (d) Preparation of working drawings; and (e) Preparation of Bills of Quantities and Tender Documents.</p>		

- (ii) Post-Contract services: (a) Advising Contractors; (b) Supervising service, projects, etc, (c) Handing over of projects to the clients; (d) Giving initial guidance on maintenance of projects; and (e) Preparing of final accounts on projects.
- (iii) Written technical reports/papers on physical development and works relating to procedures, standards, operations, management of works and physical facilities or related issues.

5.10 Requirement for Assessment in the University Medical Services (Medical Officers/ Dental Surgeons/ Pharmacists/ Hospital Administrators)

Candidates seeking promotion in the university Health Services Directorate must satisfy the following conditions:

S/N	RANK	CONDITION
5.10.1	Promotion from Medical Officer/ Dental Surgeon/Pharmacist/Hospital Administrator to Senior Medical Officer/Dental Surgeon/Pharmacist/Hospital Administrator	<ul style="list-style-type: none"> a) Served as Medical Officer/ Dental Surgeon/ Pharmacist/ Assistant Hospital Administrator for at least four (4) years. b) Must attain a minimum of 50% marks in weighting criteria. c) Two Assessors' reports on candidate's technical reports/ papers, refereed publications, memoranda, reports on improvements in health care delivery shall be required. Candidate must submit at least three of such documents. d) Candidates must have been registered with the relevant professional bodies and in good standing.

5.10.2	Promotion from Senior Medical Officer/Dental Surgeon/Pharmacist to Principal Medical/Dental Surgeon/ Pharmacist/Hospital Administrator	<ul style="list-style-type: none"> a) Served as Snr. Medical Officer/ Snr. Dental Surgeon/ Snr. Pharmacist in the University for at least four years; b) Must attain a minimum of 60% marks in weighting criteria c) Two External Assessors' reports on candidate's technical reports/ papers, refereed publications, memoranda, reports on improvements in health care delivery shall be required. Candidate must submit at least five (5) of such documents. d) Candidates must have registered with the relevant professional bodies and are in good standing.
5.10.3	Promotion from Principal Medical Officer/Dental/ Surgeon/ Pharmacist to Deputy Director of Medical Services	<ul style="list-style-type: none"> a) Served as Principal Medical Officer/ Principal Dental Surgeon/ Medical Consultant/ Principal Pharmacist or equivalent grade in the University for at least six (6) years b) Must attain a minimum of 70% mark in weighting criteria under promotion of work; c) Two external assessors' report on candidate's technical reports/ papers, refereed publication, memoranda, reports on improvement in health care delivery shall be required. One of the assessors may sit in the interview. d) Candidates must have registered with the relevant professional bodies and are in good standing.

NOTES: For the Medics, the written technical reports/ papers on new trends in Medicine which could lead to: (a) Better management and care of patients; (b) Patients' Protection; (c) Prevention of avoidable diseases; and continuing education/ professional development merits. Memoranda prepared for management's attention to initiate policy changes with respect to achieving objectives to the University shall be required for promotion.

For the Pharmacist, the written technical reports/ papers on new trends in pharmacy which could lead to (a) better management and care of patients; (b) Patients' protection; (c) Prevention of avoidable diseases and continuing education/ professional development merits. Memoranda prepared for management's attention to initiate policy changes with respect to achieving objectives of the University shall be required for promotion.

5.11 Requirement for Assessment in the Information Services and Technology Directorate (ISTD)/Documentation and Information Management Centre (DIMC)

Candidates seeking promotion in the ISTD/DIMC must satisfy the following conditions:

S/N	RANK	CONDITION
5.11.1	Promotion from Assistant IT/IS/IM Officer to IT/IS/IM Officer	<p>a) The candidate must have served as Asst. IT Administrator/ Asst. systems Analyst/ Asst. Network Officer to IT Administrator/ Systems Analyst/ Systems Programmer/ Network Officer or any of the Assistant IT/IS/IM Officer categories grade for two (2) years in the University;</p> <p>b) Must attain a minimum of 50% performance mark in Quality of Work under weighting criteria.</p>

5.11.2	Promotion from IT/IS/IM Officer to Senior IT/IS/IM Officer	<ul style="list-style-type: none"> a) The candidate must have served as IT Administrator systems Analyst/ systems Programmer/ Network Officer or any of the IT/IS/IM Officer categories grades or its analogous position in the University for a minimum of four (4) years; b) Must attain a minimum of 60% marks in weighting criteria; c) Written at least three applications or systems of reasonable length or functions or developed projects independently with documentation and user manuals following the relevant standards; and d) Two assessors' reports on the publications will be required.
5.11.3	Promotion from Senior IT/IS/IM Officer to Deputy Director ISTD/DMIC	<ul style="list-style-type: none"> a) Candidate must have served in the University for six (6) years as Snr. IT Administrator/ Snr. Systems Analyst/ Snr. Systems Programmer/ Snr. Network Officer or any of the Senior IT/IS/IM Officer categories grades. b) Must attain a minimum of 70% marks in weighting criteria c) Two External Assessors' reports on candidate's Technical Reports/ papers, refereed publications, memoranda, reports & minutes shall be required. Candidate must submit at least seven of such documents.

		d) Must have developed seven (7) enterprise IT/IS/IM systems or developed seven (7) projects independently and user or systems manuals following standard procedures.
<p>NOTES: Written reports/ memoranda on ICT/ IMS related issues. The reports must (a) lead to change in policy; (b) impact on policy implementation; (c) demonstrate evidence of initiative in effectively managing IT/IS/IM or information resources of the University; (d) assess IT/IS/ IM needs of the university and how to address them as well; (e) spell out and design training needs of assigned system or information resources to users; and (f) lead to the adaptation of new techniques for the smooth running of IT/IS/IM operations and resources. A complete project should involve analysis, design, development, implementation, documentation and system/user manuals for proper effective utilisation.</p>		

5.12 Requirement for Assessment in the Legal Directorate

Candidates seeking promotion in the legal Directorate must satisfy the following conditions:

S/N	RANK	CONDITION
5.12.1	Promotion from Asst. Legal Officer to Legal Officer	a) The candidate must have served as a Legal Officer in the university for at least two years. b) Must attain a minimum of 50% marks of performance in Quality of Work c) Must be registered with the relevant professional body and in good standing.
5.12.2	Promotion from Legal Officer to Senior Legal Officer	a) The candidate must have served as a Legal Officer in the university for at least four (4) years b) Must attain a minimum of 60% marks performance of work

		<ul style="list-style-type: none"> c) Must have done at least three (3) legal cases and have written reports, memoranda and some technical reports; d) Two external assessors' reports on the publications/ reports are required. e) One of the assessors may sit in at the interview; f) Must be registered with the relevant professional body and in good standing.
5.12.3	Promotion from Senior Legal Officer to Deputy Director (Legal Unit)	<ul style="list-style-type: none"> a) The candidate must have served as a Senior Legal Officer in the University for at least six (6) years b) Must attain a minimum of 70% marks performance of work c) Must have done at least five (5) legal cases and have written reports, memoranda and at least two (2) technical reports d) Two external assessors' reports on the publications/ reports are required. e) One of the assessors will sit in at the interview. f) Must be registered with the relevant professional body and in good standing
<p>NOTES: In assessing promotion of work, the candidate's papers (technical reports/ publications/proposals, etc.) shall provide evidence of any of the following: a) must lead to policy direction; (b) must impact on policy implementation; and 9c0 must lead to initiation and/or innovation of a new product for new policy directive.</p>		

5.13 Requirement for Assessment in the Procurement Directorate

Candidates seeking promotion in the Procurement Directorate must satisfy the following conditions:

S/N	RANK	CONDITION
5.13.1	Promotion from Assistant Procurement Officer to Procurement Officer	<ul style="list-style-type: none">a) The candidate must have served as Assistant Procurement Officer in the University for a Minimum of two (2) years.b) Must attain a minimum of 50% performance in all the key areas listed under Quality of Work.c) Must be a member of a recognized professional body and in good standing.
5.13.2	Promotion from Procurement Officer to Senior Procurement Officer	<ul style="list-style-type: none">a) The candidate must have served as Procurement Officer in the University for a minimum of four (4) years.b) Must attain a minimum of 60% in weighting criteria.c) Two assessors' reports on candidate's technical reports/papers, refereed publications shall be required.d) Candidate must submit at least three (3) of such documents.e) Must be a member of the relevant professional body and in good standing.
5.13.2	Promotion from Senior Procurement Officer to Deputy Director (Procurement)	<ul style="list-style-type: none">a) Candidate must have served in the University for six (6) years as Senior Procurement Officer.b) Must attain a minimum of 70% in weighting criteria.

		<p>c) Two external assessors' reports on candidate's technical reports/papers, refereed publications, memoranda, reports and minutes shall be required. Candidate must submit at least seven (7) of such documents.</p> <p>d) Must be a member of a recognized professional body and must be in good standing.</p>
<p>NOTE: Written technical reports/papers that would help improve upon the procurement system of the University. The reports must; (a) lead to change in policy; (b) impact on policy; and (c) provide sound advice to Management and various University Committees and Units on compliance with procurement regulations.</p>		

6. **PROMOTION OF SENIOR MEMBERS ON STUDY LEAVE (NON-TEACHING)**

A senior member, who submitted his/her application for promotion before proceeding on study leave and was qualified at the time, should be eligible for consideration for promotion while he/she remains on study leave. Effective date would be when the staff returns to post. The outcome of the application would be made known to the applicant when he/she returns.

A senior member who had not applied for promotion before he/she proceeded on study leave, but was qualified while on study leave, may apply for promotion while on study leave, but if the application is successful, his/her promotion letter shall not be released to him/her until he/she has completed the course of study and resumed duty in the University. Effective date of the promotion would be when the staff returns to post.

7. PROMOTION OF SENIOR MEMBERS DUE TO RETIRE (NON-TEACHING)

Senior Members who are due to retire from the University may submit their applications for promotion at least six (6) months before the date of retirement. Applications submitted outside this limit shall not be considered.

8. APPEALS RELATING TO APPOINTMENTS AND PROMOTIONS

The Appointments and Promotions Board may, on application, review its own decisions affecting appointments or promotions. Appeals shall lie from the Appointments and Promotions Board.



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