

# Quality Assurance Committee (QAC)

## Faculty Members

### Expectations for All Employees

Regent University College of Science and Technology pursues its mission based upon core values. An employee's job performance must support and exhibit the university's core values (IDEAS):

INNOVATION	comes first, to demonstrate our desire for creativity.
DIVERSITY	of people and thought is respected;
EXCELLENCE	is achieved through teamwork, leadership, creativity, and a strong work ethic; through wise use of human and financial resources and through our commitment to intellectual achievement.
APPRECIATION	is a cherished value that makes us treat one another with dignity and respect, and encourage one another to achieve their full potential;
SPEED	is embraced in our sense of punctuality, and adoption of modern communication technology to fast-track our work and avoidance of bureaucracy.

### **Job Descriptions: Duties and Responsibilities**

The QAC of Regent University College of Science and Technology (Regent-Ghana) has published the job descriptions for several academic and support staff. Their publication is important since they provide members of staff with a detailed list of their duties and responsibilities. Moreover, it is very beneficial to other members of staff as well as students, to be aware of responsibilities that fall on the various members of staff at the Regent University College of Science and Technology.

The job descriptions for the following academic designations have been published:

## Teaching Assistant

### **JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES**

**Title of Post:** Teaching Assistant

**Reports to:** Head of Department / Division Co-ordinator where the programme/course of studies is located or Lecturer responsible for the course (s) taught.

**Responsible for:** *Teaching Assistant* may be required to contribute more than others to undergraduate teaching, usually in partnership with or under the supervision of more senior colleagues. They are also expected to devote substantial time to read for a higher degree. They ought not normally be expected to spend too much or any time on the co-ordination of courses or on administrative responsibilities except to the extent that it is necessary for them to gain this kind of experience.

**Job definition:** Performs teaching and research duties.

**Main duties and responsibilities:**

1. Attend all classes and ancillary activities,
2. Teaching such assigned classes as deemed appropriate by management of the University, day or evening, up to twelve (15)-lecture and tutorial contact hours per week including supervision of under-graduate students where appropriate;
3. Assist the Lecturer in grading and providing feedback to students.
4. Assist the lecturer in the design, planning and organizing of the course.
5. Undertaking personal academic enquiry and academic research.
6. Providing counselling and guidance which students may require.
7. Maintaining appropriate records and making available information as required by his/ her supervisor;
8. Participating in appropriate activities necessary to the development of their department/school and the University;
9. Engaging in promotion including student recruitment as appropriate;
10. Undertaking administrative and other duties assigned by his/her supervisor or lecturer he/she reports to.

## Lecturer

### JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

**Title of Post:** Lecturer

**Reports to:** Dean of Faculty / Director of Institute and Head of Department / Division Co-ordinator where the programme/course of studies is located

**Responsible for:** Support the University's mission statement and strategic objectives. In addition Lecturers are normally expected to assume a higher level of responsibility in teaching, such as in the development of new or more advanced courses or in the co-ordination of existing courses. The increased responsibility should be balanced with the actual amount of time incurred in formal work with students including lectures, tutorials, laboratory, or other supervised practicum and counselling. They ought to seek time for higher post-doctoral training (if they do not have it) and experience in this or another university by working closely with more experienced colleagues who share the same or a closely related area of expertise.

**Job definition:** Performs teaching and research duties.

**Main duties and responsibilities:**

The lecturer should carry out such duties as are assigned by management including but not limited to:-

1. Participating in the delivery of undergraduate and postgraduate courses by giving lectures, tutorials, guidance as appropriate, setting more than one examination paper for each course taught and marking examinations scripts.
2. Teaching such assigned classes as deemed appropriate by management, day or evening, up to twelve (12) – lecture contact hours per week including supervision of undergraduate students where appropriate;
3. Participating in various professionally orientated short courses and inter-professional and other interdisciplinary courses.
4. Undertaking monitoring and evaluation procedures for all courses by participating in continuous assessment and examination procedures for all subjects taught.
5. Undertake reasonable supervision of undergraduate/postgraduate research projects / dissertations.
6. Providing an academic and consultative support to students in their learning activities.
7. Providing academic input on existing and new courses and course development.
8. Liaising with other Lecturers, and staff in other academic departments, to ensure integrated delivery of all courses.
9. Engaging in consultancy and development work where appropriate.
10. Pursuing relevant research with a view to publication.
11. Participating in committees appropriate to courses and meetings convened by management.
12. Maintaining appropriate records and making available information as required by management;
13. Engaging in promotion, including student recruitment as appropriate;
14. Implementation and maintenance of academic quality assurance arrangements;
15. Participating in appropriate activities necessary to the development of their department/ school and the university;

16. Directing and supervising the work of Teaching Assistants and taking academic responsibility for academic standards of this work;
17. Participating in all relevant IT training programmes and effectively use all e-learning resources in teaching and research.
18. Independently of their duties as employees of the University, involves himself/herself in the national development of the country, particularly in their area of specialisation.
19. To undertake administrative and other duties as required.

## **Lecturer (Part-time)**

### **JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES**

***Title of Post:*** Lecturer (Part-time)

***Reports to:*** Dean of Faculty / Director of Institute and Head of Department / Division Co-ordinator where the programme/course of studies is located.

***Job definition:*** Performs teaching duties.

***Main duties and responsibilities:***

The Lecturer should carry out such duties as are assigned by management including but not limited to:-

1. Participating in the delivery of undergraduate and postgraduate courses by giving lectures, tutorials, guidance as appropriate, setting more than one examination paper for each course taught and marking examinations scripts.
2. Teaching such assigned classes as deemed appropriate by management, day or evening, up to six (6) – lecture contact hours per week including supervision of undergraduate students where appropriate;
3. Participating in various professionally orientated short courses and inter-professional and other interdisciplinary courses.
4. Undertaking monitoring and evaluation procedures for all courses by participating in continuous assessment and examination procedures for all subjects taught.
5. Undertake reasonable supervision of undergraduate /postgraduate research projects / dissertations.
6. Providing an academic and consultative support to students in their learning activities.
7. Providing academic input on existing and new courses and course development;
8. Liaising with other Lecturers, and staff in other academic departments, to ensure integrated delivery of all courses.
9. Maintaining appropriate records and making available information as required by management;
10. Engaging in promotion including student recruitment as appropriate;
11. Participating in development, implementation and maintenance of academic quality assurance arrangements;
12. Participating in appropriate activities necessary to the development of their department/school and the University;
13. Directing and supervising the work of Teaching Assistants and taking academic responsibility for academic standards of this work;
14. Participating in all relevant IT training programmes and effectively use all e-learning resources in teaching and research.
15. To attend meetings and undertake other academic duties as required by the department.

## Assistant Professor

### JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

**Title of Post:** Assistant Professor

**Reports to:** Dean of Faculty / Director of Institute and Head of Department/Division Co-ordinator where the programme/course of studies is located

**Responsible for:** Support the University's mission statement and strategic objectives In addition *Assistant Professors* are normally expected to exercise leadership roles in partnership with their senior and junior academic colleagues both in the organisation and in the conduct of teaching programmes, giving a proportion of effort to graduate level work. They are expected to have a certain degree of autonomy in particular with respect to the development of innovative and competitive research suitable for peer reviewed external funding and for the further education and training of research students. They are furthermore expected to seek a position of national importance in an area close to their sphere of expertise and to contribute more substantially to university business.

**Job definition:** Performs teaching and research duties.

**Main duties and responsibilities:**

1. Perform teaching duties, including tutorials and seminars; supervises theses, dissertations, practical work and placements; counsels on projects and other academic activities; as well as promotes the well-being of students.
2. Teach twelve (12) lecture hall contact hours per weeks of the course(s) assigned.
3. Be available to teach morning, evening, weekend and off campus classes and assist with the co-ordination of activities related to the programme.
4. Seek to improve their teaching performance through appropriate means, including giving due consideration to feedback from students.
5. Act as advisor to students.
6. Post and hold daily office hours for student consultation.
7. Assess students on a continuous basis, sets and marks test and examination papers (including theses and dissertations) within established time-frames.
8. Undertake original individual and collaborative research leading to significant advances in their field and its publication in national or international refereed journals and books.
9. Maintain contacts and collaboration with peers in other universities and academic institutions and keeps abreast of recent advances in their field.
10. Through the head of department / division co-ordinator advise the University on the acquisition of resources needed for teaching and research.
11. Collaborate with the head and other members of the department / division in drawing up and implementing the strategic plan / objectives of the faculty / institute, developing courses and teaching materials or aids.

12. Participate in the organisation of courses in the area of specialisation in collaboration with other University staff.
13. Review duties regularly with the head of department / division co-ordinator and discusses ways of improving performance.
14. Participating in development, implementation and maintenance of academic quality assurance arrangements;
15. Participate in a collegial manner in the administration of academic affairs at department / division, faculty / institute and university levels.
16. Engaging in promotion including student recruitment as appropriate;
17. Perform other duties which may be assigned by the University from time to time.
18. Independently of their duties as employees of the University, involves himself/herself in the national development of the country, particularly in their area of specialisation.

## Programme Leader

### JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

*Title of Post:* Programme Leader

*Reports to:* Dean of Faculty / Director of Institute and Head of Department /  
Division Co-ordinator where the programme/course of studies is located

*Responsible for:* Academic staff on the programme/course of studies

*Job definition:* Performs teaching and research duties

Plans and co-ordinates the day-to-day running of the programme/course of studies ensuring quality performance

*Main duties and responsibilities:*

1. Implement decisions taken by the Board of Studies.
  2. Co-ordinate teaching and research activities.
  3. Administer the programme/course of studies in collaboration with colleagues.
  4. Where applicable, ensure an equitable distribution of duties of academic and non-academic staff attached to the programme/course of studies.
  5. Monitor the running of tests and examinations and moderate students' results.
  6. Ensure the conduct of academic audit procedures.
  7. Encourage co-operation with other universities and liaise with external examiners.
  8. Assess the needs of the programme/course of studies and make recommendations for an adequate staff complement.
  9. Hold meetings for the academic staff attached to the programme/course of studies on a regular basis;
  10. Partake in the development and revision of course syllabi.
  11. Ensure the effective use all e-learning technologies available in the university by all lecturers of all courses.
  12. Where applicable prepare annual estimates of income and expenditure and administer designated funds.
  13. Where applicable, draw up annual reports.
  14. Perform other duties which may be assigned by the University from time to time.
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## Dean of School / Director of Institute

### **JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES**

**Title of Post:** Dean of School / Director of Institute

**Reports to:** Provost/ Vice President for Academic affairs

**Responsible for:** Academic and non-academic staff in the School / Institute

**Job definition:** Provide academic and collegial leadership. Plan and co-ordinate the day-to-day running of the faculty / institute ensuring quality performance. Direct the academic tasks of the School / Institute in consultation with members of the School / institute.

**Main duties and responsibilities include, but not limited to the following:**

1. Promoting the development and implementation of the School's / Institute's teaching, curricular and research programmes.
2. Developing and implementing the strategic plan of the School / Institute with heads of department and professors.
3. Administering the School / Institute in consultation with its members.
4. Promoting the academic and personal welfare of staff and students.
5. Monitoring the running of tests and examinations in the School / institute.
6. Encouraging and facilitating co-operation with other universities and outside institutions.
7. Chairing (in lieu of the Vice President for Academic Affairs) meetings of the School / Institute board and ensure that follow-up action is taken.
8. Following consultation with the Faculty / Institute Board and professors, make recommendations for an adequate staff complement.
9. Ensuring that heads of department facilitate the further development and training of academic and non-academic staff.
10. Discussing regularly with heads of department their duties and ways of improving the performance of their department.
11. Participating at any meetings of the University congruent with the post.
12. Representing the School / Institute during official functions of the University.
13. Drawing up annual School / Institute reports.
14. Preparing annual estimates of income and expenditure.
15. Monitoring the performance of the non-academic staff attached to the faculty.
16. Authorizing the School's procurement of equipment.
17. Networking and supporting the establishment of academic links with Faculties/Schools/Departments in local and overseas institutions.
18. Ensuring that members of your faculty upload their teaching materials promptly and regularly into the eCampus.

19. Maintaining both manpower and infrastructure of the School.
  20. Performing other duties which may be assigned by the University from time to time.
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## Faculty Officer

### JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

**Title of Post:** Faculty Officer

**Reports to:** Dean of Faculty

**Responsible for:** Non-technical support staff in the faculty

**Job definition:** Co-ordinate the day-to-day running of the faculty office ensuring quality performance

Being a focal point of liaison between:

- (a) students and the faculty administration; and
- (b) the central and faculty administrative staff

**Main duties and responsibilities include, but not limited to the following:**

1. Assisting the Dean in the management of the faculty/School
2. Co-ordinating with the heads of department the lecturing and tests time-tables and, in conjunction with the Scheduling Officer, the allocation of rooms and laboratories.
3. Taking care of the administrative side of tests and examinations in co-ordination with the Dean and the Academic Secretary
4. Maintaining up-to-date copies of course regulations, faculty prospectus and official publications as well as keeping members of the academic staff and students informed
5. Ensuring that up-to-date lists of students enrolled in the faculty and their file record (study-units registered for, grades and credits obtained, etc.), records of all examinations held at the faculty and faculty-based statistics and data are kept
6. Keeping a list of members of the faculty and of the composition of the faculty's boards and committees
7. Attending, prepares minutes and takes follow-up action of the Faculty Board and of any other faculty meetings as required
8. Assisting the Dean and the Faculty Board on implementation of course and University regulations
9. Assisting the Dean in liaising with the Admissions Office in the admission of students into the School.
10. Co-ordinate with the Dean a calendar of Faculty Board meetings
11. Drawing up transcripts of students' academic record
13. Assisting in promoting efficient communication with other faculties, institutes and departments of the University
14. Directing the activities of staff providing administrative and clerical support to the faculty
15. Ensuring the smooth running of all house services, including telecommunications, timely delivery of all internal and external mail
16. Ensuring that the premises and contents are maintained to an appropriate level of operating efficiency and cleanliness
17. Assisting the Dean and the heads of department in drawing up annual reports and estimates of income and expenditure of the faculty

18. Monitoring expenditure on behalf of the Dean and the Finance Officer the faculty's in line with the approved Faculty budget
  19. Assisting the Dean in developing, implementing, reviewing, and monitoring the Strategic Plan of the School
  20. Performing other duties which may be assigned by the University from time to time.
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## **Head of Department / Division Co-ordinator**

### **JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES**

**Title of Post:** Head of Department / Division Co-ordinator

**Reports to:** Dean of Faculty / Director of Institute

**Responsible for:** Academic and non-academic staff in the department / division

**Job definition:** Provide academic and collegial leadership.  
Plan and co-ordinate the day-to-day running of the department / division ensuring quality performance

**Main duties and responsibilities:**

1. Lead the development and implementation of the department's / division's teaching and curricular programmes, including the development and revision of course syllabi.
2. Develop and implement the strategic plan of the department / division in consultation with members of the department / division.
3. Administer the department / division in consultation with its members.
4. Support and enhance the research programmes of its members.
5. Participate in the recruitment of academic staff as well as in the allocation of non-academic staff, and ensure an equitable distribution of their duties in the department / division.
6. Monitor the running of tests and examinations in conjunction with the relevant boards, and moderate students' test results.
7. Chair meetings of Board of Examiners.
8. Ensure the proper implementation of academic audit.
9. Encourage co-operation with overseas universities and liaises with external examiners.
10. Assess the needs of the department / division and make recommendations for an adequate staff complement.
11. Encourage and facilitate further development and training of the department's / division's academic and non-academic staff.
12. Review regularly with staff their duties and ways of improving their performance.
13. Hold departmental / divisional meetings at least once every semester.
14. Participate in Boards of Studies, Faculty / Institute Boards and at any other meetings of the University congruent with the post.
15. Represent the department / division during official functions of the University.
16. Draw up annual departmental / divisional reports.
17. Prepare annual estimates of income and expenditure and administer departmental / divisional funds.
18. Assure the department's / division's procurement and the maintenance of equipment.
19. Monitor the management of laboratories and other facilities.
20. Supervises the activities of the Departmental Industrial Placement Office.
21. Perform other duties which may be assigned by the University from time to time.

## Campus Director

### **JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES**

**Title of Post:** Campus Director

**Reports to:** Provost

**Responsible for:** Academic and non-academic staff in the campus.

**Job definition:** Provide academic, administrative and collegial leadership. Plan and co-ordinate the day-to-day running of the campus ensuring quality performance.

#### **Main duties and responsibilities:**

##### *1. Academic*

Manages the academic activities of the Campus by:

- 1.1 Lead the development and implementation of the campus' teaching and curricular programmes
- 1.2 Develop and implement the strategic plan of the Campus in consultation with members of the campus and the university administration.
- 1.3 Participate in the recruitment of academic staff as well as in the allocation of non-academic staff, and ensure an equitable distribution of their duties in the campus.
- 1.4 Encourage and facilitate further development and training of the campus academic and non-academic staff.
- 1.5 Monitor the management of laboratories and other facilities.
- 1.6 Ensuring that the highest Academic standards are promoted and sustained on the Campus.
- 1.7 Ensure the proper implementation of academic audit.
- 1.8 Administer the campus in consultation with its members.
- 1.9 Support and enhance the research programmes of its members.
- 1.10 Ensuring equitable allocation of the graduate and undergraduate teaching and supervision among the academic staff.
- 1.11 Ensuring that quality assurance issues are addressed through regular reviews of programme structures and regulations.
- 1.12 Ensuring that students are adequately guided in relation to registration procedures and selection of academic programmes and courses offered by the Campus.
- 1.13 Ensuring that the progress of students in the Campus is effectively monitored and that feedback and academic counseling are available where necessary.
- 1.14 Monitor the running of tests and examinations in conjunction with the relevant boards, and moderate students' test results.
- 1.15 Monitoring to ensure that there is adherence to Examination Regulations.
- 1.16 Encourage co-operation with overseas universities and liaises with external examiners.

- 1.17 Participate in Boards of Studies, Faculty / Institute Boards and at any other meetings of the University congruent with the post.
- 1.18 Convening campus meetings at least once per Semester to consider the setting of examination papers and to determine the duties of Examiners.
- 1.19 Ensuring that academic members of the Campus consider and implement recommendations from External Examiners.
- 1.20 Chair meetings of Campus Faculty.
- 1.21 Informing academic members of the Campus, on decisions taken by the university administration on research, teaching and administrative matters.
- 1.22 Promoting a culture on the Campus that is conducive to learning, teaching, research and publication.
- 1.23 Ensuring that the Campus keeps abreast of emerging trends in research and scholarship
- 1.24 Facilitating consultation and dialogue among staff and students towards consensus on academic issues and policies.
- 1.25 Coordinates with the appropriate Dean of Schools and Heads of Departments whose programmes are run by the campus.

## **2. Administrative**

- 2.1. Chairs Departmental meetings.
- 2.2. Serves as a member or nominates members of the Department, where applicable, to serve on: Campus Board of Examiners, Campus Management Committee, Campus Entrance Committee, Campus Assessing Committee, Campus Committee on Graduate Studies and Research.
- 2.3. Campus Academic Committee.
- 2.4. University & Campus Advisory Committees for Appointments
- 2.5. Serves on other University or Campus Boards or Committees if elected or appointed by the Campus Director.
- 2.6. Plays the lead role in the human resource management activities of the Department including:
- 2.7. Recruitment and allocation of suitable academic, administrative, technical and service personnel to facilitate the attainment of the Campus' teaching and research objectives
- 2.8. Forging a team committed to the provision of guidance and counseling in relation to training and development opportunities for members of the Campus, especially the junior members, to facilitate career growth and development.
- 2.9 Development of an orientation programme that will provide guidance to new staff.
- 2.10 Deployment of graduate students to assist on a part-time basis with teaching activities and deployment of undergraduates as appropriate
- 2.11 Initiation of the procedures for performance appraisal and evaluation of all members of the department to ensure optimum performance, the achievement of the Campus' strategic objectives and fulfillment of its mission.
- 2.12 Documentation and communication, as promptly as possible of all decisions of Departmental meetings to staff.
- 2.13 Ensuring that staff members are kept informed of relevant decisions taken by Faculty or other University Committees and Boards, especially issues that affect the business of the Department, so as to enable staff to effectively perform the functions expected of them.
- 2.14 Communication of the views of the Department to the Dean, Vice Deans, Heads of corresponding Departments on the other Campuses and appropriate Campus or University bodies.
- 2.15 Provision for full participation of members of the Department in the decision-making processes relating to personnel matters, academic programming and the administrative operations of the Campus.
- 2.16 Fostering and promoting good relationships between the Campus and the rest of the Faculty and other University bodies.
- 2.17 Assure the campus' procurement and the maintenance of equipment.
- 2.18 Allocation of resources to ensure that the physical facilities of the Campus are adequately maintained
- 2.19 Monitoring the use of Departmental resources to ensure efficiency.
- 2.20 Represents the Campus on the Academic Senate.
- 2.21 Assess the needs of the campus and make recommendations for an adequate staff complement.
- 2.22 Review regularly with staff their duties and ways of improving their performance.
- 2.23 Represent the campus during official functions of the University.

- 2.24 Hold campus meetings at least once every semester.
- 2.25 Draw up annual campus reports.
- 2.26 Prepare annual estimates of income and expenditure and administer campus funds.
- 2.27 Perform other duties which may be assigned by the University from time to time.

**Other**

- 1. Manages all other matters essential to the operational efficiency and well-being of the Campus including:
  - 1.2 Strategic planning
    - 2.1 Implementation and monitoring of Operational Plan
    - 2.2 Community outreach and public education initiatives
    - 2.3 Alumni relations
  - 1.2 Campus building construction and various facility installation projects

**Authority**

Has the authority, after due consultation in the Department, to:

- 1. Approve the admission of students into courses offered by the Department
- 2. Make recommendations, after consultation with the Dean, for temporary and part-time assignments
- 3. Assign duties to all categories of staff.
- 4. Manage and control the budget of the department, adhering to the guidelines agreed with the Dean in his/her capacity as the principal budget holder for the Faculty.
- 5. Present formally at departmental meetings and at other times in writing, the state of the Campus' annual budget.

