



HO TECHNICAL UNIVERSITY

CODE OF CONDUCT FOR STAFF



AUGUST 2020



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PREAMBLE

Ho Technical University was established in 1968 and is one of the leading Technical Universities in Ghana. It prides itself with career focused education, practice-oriented training, and skills acquisition in partnership with industry and other stakeholders. The University's vision is to become a reputable Technical University which actively contributes to national and international development. Graduates of the University are highly employable and found in various sectors in Ghana and the global economy as a whole.

This Code of Conduct aims at maintaining high standards in work output, and enhance public trust and confidence in the University's core mandates. It is therefore, intended to regulate the conduct and behaviour of Senior Members of the University. The Code is largely informed by past and contemporary events, experiences and observations in the University and the higher education landscape in general. These have implications for issues of integrity, work culture, and general standards of behavior in order to promote discipline and orderliness in the University environment.

In formulating this Policy, reference was made to the Technical Universities Act, 2016 (Act 922) as amended by the Technical Universities (Amendment) Act, 2018 (Act 974); the Statutes of the Ho Technical University, (August 2018); as well as best practices of general ethical conduct within other institutions of higher learning.

This Code of Conduct provides guidelines for Staff of the University in the following areas:

- Teaching
- Supervision of Academic Work
- Examination
- Conflict of Interest
- Relationship with the University's students, staff, Administration and the general public.

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1.0 TEACHING AND SUPERVISION

1.1 Lecture Attendance

- 1.1.1 Academic Staff must be regular and punctual at lectures and related academic assignments. If it becomes necessary to be absent, prior consent of the Head of Department must be sought.
- 1.1.2 Students must be informed in advance if an academic staff will be absent.

1.2 Unofficial Rescheduling of Lectures

- 1.2.1 Academic staff must comply with the time allotted for teaching on the official timetable.
- 1.2.2 If there is good cause for changes on the official teaching timetable, the Academic Affairs Officer shall be informed through the appropriate Head of Department to make the necessary changes.
- 1.2.3 Academic staff shall respect the University's approved lecture periods. Any academic staff seeking to schedule classes outside the stipulated periods must seek permission in writing from the Head of Department with notice to the Dean and Academic Affairs Officer.

1.3 Teaching by Unauthorized Personnel

- 1.3.1 Academic staff shall under no circumstance ask unauthorized personnel, for example Teaching Assistants or National Service Persons, to teach, or dictate lecture notes, for and or on their behalf at lectures. Teaching Assistants (if available), however, are authorized to lead tutorials.

1.4 Teaching the Full Duration of the Semester

- 1.4.1 Academic staff must cover the full syllables for the semester. If for any reason a Lecturer is unable to fulfill this, alternative arrangements should be made with the Head of Department.

- 1.4.2 Academic staff are required to seek permission from the Vice-Chancellor through the Dean and Head of Department when travelling outside the country. If a trip within or outside the country will interfere with classes, alternative arrangements should be put in place in consultation with the Head of Department.

1.5 Giving Out Course Outlines and Bibliographies/Reading Lists to Students

- 1.5.1 Academic staff must provide course outlines in the format prescribed by the University for distribution to students at the first lecture of the semester.
- 1.5.2 A copy of the course outline shall be deposited at the office of the Head of Department prior to the commencement of the semester.
- 1.5.3 Academic staff must regularly revise their teaching materials and bibliographies to reflect current trends in the discipline and industry.

1.6 Teaching Materials

- 1.6.1 The Head of Department, in consultation with the Librarian, must ensure that essential reading materials are available to students.
- 1.6.2 Academic staff shall not sell lecture notes or materials to students in accordance with Statute 57 (I) (c) (iii) of the Statutes of the Ho Technical University. Arrangement should, however, be made by the lecturer through the Head of Department to ensure the availability of relevant textbooks and publications at the University Bookshop and /or libraries in the University.

1.7 Use of Mobile Phones at Lecture Halls, Examination Halls and Meetings

- 1.7.1 Mobile phones should not be used during lectures, examinations and official meetings in the University except for use as teaching

aid. If absolutely necessary, staff should step out of the lecture or meeting to use the mobile phone.

- 1.7.2 Mobiles phone must be off, on vibration or silent mode during lectures, examinations and official meetings.

1.8 Availability for Consultation by Students

- 1.8.1 Lecturers shall indicate their office hours and hours for consultation on their office doors and/or course outlines, and make themselves available at the stipulated times.

2.0 UNIVERSITY EXAMINATIONS

2.1 Typing of Examination Questions

- 2.1.1 Academic staff must type their examination questions themselves in line with the approved format.

2.2 Deadlines for Submission of Examination Questions

- 2.2.1 Academic staff must strictly comply with deadlines for the submission of examination questions.

2.3 Moderation of Examination Questions

- 2.3.1 Heads of Department must ensure that examination questions are moderated in line with the Academic Peer Review Policy.

2.4 Proofreading of Questions

- 2.4.1 Academic staff must proofread their examination questions before they are submitted for printing.
- 2.4.2 Academic staff must ensure the accuracy of their examination questions and avoid the need for making corrections in the examination hall.
- 2.4.3 Academic staff must be present to review their examination questions in the examination hall.

2.5 Repeat of Examination Questions

- 2.5.1 Academic staff must refrain from repeating verbatim, questions from the previous years' examinations.
- 2.5.2 Faculty who are permitted to teach in other tertiary institutions in Ghana must set different questions for the various institutions.
- 2.5.3 Academic staff must be present when their examination papers are being written.

2.6 Invigilation during Examination

- 2.6.1 Academic staff shall perform invigilation duties during examinations, and should hold themselves in readiness for that purpose. Under no circumstances shall an academic staff refuse or fail to perform invigilation duties without authorization.
- 2.6.2 Staff who have been listed for invigilation shall be punctual at the examination centres and be at post throughout the period.
- 2.6.3 Academic staff are not allowed to travel during examination periods except with the express approval of the Pro-Vice-Chancellor.

2.7 Collection of Examination Scripts from Examination Centres

- 2.7.1 The designated academic staff must ensure that all examination scripts are collected from the examination centre at the end of the examination and submit same at the office of the Dean of Faculty.
- 2.7.2 The examiners must collect the examination scripts at the office of the Dean of Faculty as early as possible.

2.8 Marking and Submission of Examination Scripts

- 2.8.1 Academic staff shall mark the examination scripts themselves according to the approved marking scheme and grade according to the approved grading system.
- 2.8.2 Academic staff shall submit examination scripts together with the

score sheets, attendance sheets, question papers, marking scheme and related examination documents to the Head of Department within the University's stipulated deadlines.

- 2.8.3 Academic staff must keep examination scripts under strict security conditions, and ensure that examination scripts are not misplaced, lost, defaced or tampered with in any way whilst in their possession.
- 2.8.4 During the period of marking, academic staff must make sure marking has been finished and grades turned in before permission is sought to travel.

2.9 Entering Examination Marks

- 2.9.1 Academic staff must enter examination marks in the prescribed manner and format by themselves. Under no circumstances must this responsibility be delegated to unauthorized persons.

2.10 Prompt Supervision/Marking of Long Essay/Dissertations/Thesis

- 2.10.1 It is mandatory for all Academic Staff to supervise long essays/theses/dissertations as may be assigned by the Head of Department or the Departmental Board.
- 2.10.2 Academic staff must supervise long essays/theses/dissertations conscientiously in line with established research ethics and practices.
- 2.10.3 Academic staff must examine and grade long essays/dissertations/thesis according to the approved grading system and submit the marks to the Head of Department within the approved period.

3.0 CONFLICT OF INTEREST

- 3.1 No academic staff of the University engaged in teaching shall have in his or her class a student who is a spouse, child, ward or parent, unless with express permission from the Vice-Chancellor.
- 3.2 Academic staff who teaches a course that is taken by his/her spouse, child/ward, or family relation must officially declare same at the beginning of the semester to the Vice-Chancellor through the Head of Department and Dean of Faculty, who will ensure that the relevant examination scripts are either marked or cross checked by another member of staff.
- 3.3 No academic staff shall accept an appointment or engage in the provision of services outside the University without the express prior approval of the Vice-Chancellor in writing. The Vice-Chancellor may refuse to grant approval where the service to be provided is similar to the University's mission or may diminish the esteem or reputation of the University.
- 3.4 Notwithstanding the provisions hereinabove, all staff shall comply with provisions of Statute 64 of the Statutes of the Ho Technical University.

4.0 RESEARCH AND PUBLICATIONS

- 4.1 Academic staff shall promote their disciplines through research, publications, inventions and innovations.
- 4.2 Academic staff must publish in the list of journals and publishing houses approved by the University.
- 4.3 Academic staff shall associate their research and publications with the University by indicating the name of the University and the

Department. (E.g. Kofi Mensah, *Department of Mechanical Engineering, Ho Technical University, Ghana*).

- 4.4 Academic staff shall not indulge in plagiarism of any form which is regarded as the highest form of academic dishonesty.

5.0 PROMOTIONS

- 5.1 It is incumbent on academic staff to work diligently towards promotion.
- 5.2 Heads of Department shall avoid undue delays in processing academic staff promotion documents in line with Schedule E (2) (b) of the Statutes of the Ho Technical University.
- 5.3 Applications for promotion must be submitted to the Registrar through the Head of Department in accordance with the provisions of Schedule E of the Statutes of Ho Technical University (August 2018). A copy of the covering letter of the application shall be submitted to the Office of the Registrar by the applicant.

6.0 RENEWAL OF CONTRACT OF APPOINTMENT

- 6.1 All Senior Members, save staff in the professorial grade and its equivalent grade, shall be on contract on such terms as stipulated in their letters of appointment.
- 6.2 Staff whose contract is coming to an end shall apply for a renewal of same six (6) months prior to the expiration of the said contract in line with approved procedures.
- 6.3 Staff who fails or refuses to take steps to have his/her contract renewed shall cease to be an employee of the University upon the expiration of the contract.

7.0 GENERAL CONDUCT OF STAFF

- 7.1 Staff shall refrain from using narcotic drugs, or other illicit substances.
- 7.2 Staff shall refrain from abuse of alcohol which would bring the University into disrepute.
- 7.3 Staff shall not sell, for personal or financial gain, publisher-furnished text books or other material meant for review.
- 7.4 Staff shall, at all times, use e-mails for official duties only.
- 7.5 Staff shall at all times comport themselves in ways that will enhance their image and that of the University.
- 7.6 Staff must give due recognition to and observe the tenets of seniority in the University in accordance with provisions of Statute 63 of the Statutes of Ho Technical University.
- 7.7 Staff must make conscious efforts to refrain from promoting any political, religious, racial, or ethnic ideology in class. Under no circumstances should academic staff wear or display paraphernalia of any political party to lectures.
- 7.8 It is misconduct for staff of the University to:
 - a. be absent from duty without leave or reasonable excuse;
 - b. be insubordinate to his or her superiors;
 - c. use, without the consent of the appropriate authority; any property facility provided for the purposes of the University for some purpose not connected with the work of the University and/or not within the scope of responsibilities, without the consent of the Staff's Head of Department;
 - d. engage in any activity which is likely to bring the University into disrepute.

8.0 DRESSING

- 8.1 Staff shall dress decently and appropriately at all times and on all occasions within the premises of the University or at such other events organized by or for the University.
- 8.2 Staff shall dress formally to their status at all official functions of the University. The functions include but are not limited to the following:
 - ◆ Matriculation
 - ◆ Congregation
- 8.3 For the avoidance of doubt, formal dressing for men refers to suit and tie and corporate wear for women.

9.0 RELATIONSHIP WITH COLLEAGUES

- 9.3.1 Staff shall avoid giving adverse comments on colleagues to other colleagues, subordinate staff and students.
- 9.3.2 Staff shall not solicit or promote criticism of colleagues from other colleagues, students or subordinate staff.
- 9.3.3 Staff shall not leak confidential information from meetings or official files to others, and neither should such information be used for unauthorized purposes.
- 9.3.4 Under no circumstance shall staff engage in any verbal or physical assault on superiors, colleagues, subordinate staff or students.
- 9.3.5 Staff shall respect the dignity of others, and respect their right to express different opinions.
- 9.3.6 Staff shall at all times promote collegiality to achieve the ultimate goals of the University.

- 9.3.7 Staff, in all cases, shall exhaust the internal grievance procedures enshrined in the Statutes of Ho Technical University before resorting to other adjudicating bodies for redress.

10.0 RELATIONSHIP WITH HEAD OF DEPARTMENT/DEAN

- 10.1 Deans and Heads of Department shall demonstrate high academic leadership qualities and scholarship to colleagues in the Faculty or Department.
- 10.2 It is the responsibility of all staff to support and co-operate with their Deans and Heads of Department in the performance of their prescribed duties.

11.0 RELATIONSHIP WITH SUBORDINATE STAFF

- 11.1 Staff shall respect the rights and dignity of subordinate staff and refrain from making derogatory remarks about them.
- 11.2 Staff shall refrain from any type of harassment or discrimination against subordinate staff.
- 11.3 Staff shall adhere to the Anti-Sexual Harassment Policy of the University.
- 11.4 Staff shall not request or instruct their University co-workers or a subordinate to do any activity outside the latter's job description to the personal benefit of the academic staff.
- 11.5 Staff shall under no circumstance incite subordinates or others against colleagues or university authorities.
- 11.6 Staff shall not engage in any verbal or physical assault with a subordinate staff or colleague.

12.0 RELATIONSHIP WITH STUDENTS

- 12.1 Staff shall adhere to principles of equity and fairness and all other core values of the University.
- 12.2 Staff shall treat all students fairly or equally without discrimination of any sort.
- 12.3 Staff shall refrain from any type of harassment or discrimination against students.
- 12.4 Staff shall adhere to the Anti-Sexual Harassment Policy of the University.
- 12.5 Staff shall not exploit their relationships with students for personal gratification and glorification, neither shall they confer undue favours or apply pressure to influence students to yield to personal desires.
- 12.6 Staff shall not engage in any amorous relationship with students.
- 12.7 Staff shall ensure that their relationships with students do not develop in ways that can undermine objectivity in grading, evaluation or assessment.
- 12.8 Staff shall not aid or abet a student to flout University regulations.
- 12.9 Staff shall not engage in any verbal or physical assault with students.

13.0 RELATIONSHIP WITH THE GENERAL PUBLIC

- 13.1 No Staff shall make any utterance or public pronouncement about, for or on behalf of the University unless expressly authorized to do so.

- 13.2 Staff shall not give out sensitive information about the University to the media without permission from the Vice-Chancellor or his/her representative.
- 13.3 Staff shall not engage in any verbal or physical assault or be involved in a scuffle on the University campus or elsewhere, to the embarrassment of the University.
- 13.4 Staff shall not receive from students and the general public gifts in the form of money, goods, hospitality or other personal benefits if he/she has reason to believe that such is intended to influence judgment or action (for example, in respect of admissions, appointment, promotion, grading, assessment).
- 13.5 Staff shall not give a gift to influence judgment or colleagues in respect of admission, appointment, grading and assessment in the University.
- 13.6 Staff shall not serve as agent for bribery with the aim of influencing opinion in the University.

14.0 INAPPROPRIATE SEXUAL BEHAVIOUR

- 14.1 Staff are prohibited from engaging in sexual or amorous behaviour with students.
- 14.2 Staff shall not exploit their relationships with subordinate staff of the University for sexual ends; and neither shall they confer undue favours to influence subordinate staff of the University to yield to sexual desires.
- 14.3 Staff shall not exploit their relationships with colleagues for sexual ends; and neither shall they confer undue favours to influence colleagues to yield to sexual desires.
- 14.4 Staff shall adhere to the provisions of the Anti-Sexual Harassment Policy of the University.

15.0 RELATIONSHIP WITH THE UNIVERSITY

- 15.1 Staff shall conscientiously fulfill all contractual obligations for the period of time agreed, and shall give the University due notice in accordance with the relevant provision of the Statutes when resigning from the service of the University.
- 15.2 Staff shall make prudent use of and be accountable for University fund and other resources entrusted to their care.
- 15.3 Staff shall avoid the use or abuse of University property, resources, or labour for personal gain.
- 15.4 Staff shall give support to University-wide activities through participation.
- 15.5 Staff must attend or participate in all statutory and official functions of the University where their attendance is required.
- 15.6 Staff shall be decorous in any public pronouncements or utterances that may affect the reputation of the University.
- 15.7 Staff shall not engage in actions or behaviours that may affect the image of the University and or cause embarrassment to the University.
- 15.8 Staff shall, at all times, not conduct themselves in a manner that brings the name and reputation of the University into disrepute.
- 15.9 Staff shall not commence any legal action against the University or any of its officers (in their official capacity) without exhausting the internal grievance procedures of the University. Any staff who fails/refuses to do so shall step aside from the employment of the University and any position so appointed by the University, until such legal action is determined by the court or such other

adjudicating body. His/her salaries and other allowances shall be suspended during such period.

16.0 INVESTIGATIVE PROCEDURE FOR BREACH OF CODE

- 16.1 Where there is a breach of any provision of this Code, the Vice Chancellor shall set up a Committee to investigate the breach. The Committee so set up shall submit a report to the Vice-Chancellor who shall in turn refer the report to the relevant Disciplinary Board/Committee in accordance with the statutes of the University.
- 16.2 Where there is sufficient evidence relating to the breach, the Vice-Chancellor shall refer the matter directly to the Board/Committee.
- 16.3 The Disciplinary Board/Committee shall consider the allegation of misconduct referred to it by the Vice-Chancellor and recommend appropriate sanctions.
- 16.4 A person alleged to have misconducted him/herself shall appear in person before the Board/Committee alone or together with a qualified legal practitioner in good standing.
- 16.5 When in doubt, the Board may ask for verifiable evidence of the qualification or the standing of a person appearing before it as a legal practitioner and may disallow the representation unless the Board is otherwise satisfied.
- 16.6 The Disciplinary Board/Committee shall recommend appropriate sanctions to the Vice-Chancellor, who shall impose a suitable sanction in accordance with the Statutes of Ho Technical University.
- 16.7 Any staff who is not satisfied with the decision of the Vice-Chancellor shall have the right to appeal in accordance with Statute 54 of the Statutes of Ho Technical University.

17.0 SANCTIONS

- 17.1 Where the Disciplinary Board/Committee finds a member guilty of misconduct, it may recommend one or more of the sanctions provided in the Statutes including but not limited to the following:
- i. Dismissal
 - ii. Termination of appointment
 - iii. Reduction in rank or grade
 - iv. Interdiction
 - v. Stoppage of increment
 - vi. Forfeiture of pay for stated period
 - vii. Reprimand
 - viii. Withholding an increment
 - ix. Suspension for stated period without pay
 - x. Recovery of the money or property, the subject of misconduct, or
 - xi. Any other penalty or sanction prescribed by the University's Statutes.

18.0 CONCLUSION

This Code of Conduct shall be reviewed as and when necessary with prior recommendation by the Academic Board and approval by the University Council.

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