



## GHANA TERTIARY EDUCATION COMMISSION

*Driving a World Class Tertiary Education System for National Development*

### POLICY GUIDELINES

# Criteria for the Establishment of Teaching Units

Departments · Centres · Institutes · Faculties/Schools · Colleges

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**Ghana Tertiary Education Commission**

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## Introduction

The Ghana Tertiary Education Commission (GTEC) sets minimum requirements that a tertiary education institution must meet before it may establish a teaching (academic) unit. These criteria were approved by the Board of the Commission at its 16th meeting, held on Thursday, 19 September 2024, and communicated to all institutions by circular dated 20 September 2024.

**Applies to:** all tertiary education institutions in Ghana.

**Covers:** the establishment of Departments, Centres, Institutes, Faculties/Schools and Colleges.

**Purpose:** to ensure that every academic unit has the staff strength, academic leadership and programme base needed to deliver quality teaching and research.

## Requirements at a glance

| Unit           | Structural base                                                                | Full-time core academic staff                              | Head and minimum rank                                     | Support staff                                                                                                                                | Programmes |
|----------------|--------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Department     | —                                                                              | At least 6                                                 | Head of Department: Senior Lecturer or higher             | At least 1 administrative and 1 technical (where applicable)                                                                                 | At least 3 |
| Centre         | —                                                                              | At least 3                                                 | Director: Senior Lecturer or higher                       | At least 1 administrative and 1 technical (where applicable)                                                                                 | —          |
| Institute      | —                                                                              | At least 6                                                 | Director: Senior Lecturer or higher                       | At least 1 administrative and 1 technical (where applicable)                                                                                 | —          |
| Faculty/School | At least 3 running Departments/Institutes/Centres                              | At least 6 per Department; at least 2 of professorial rank | Dean: professorial rank                                   | 1 administrative and 1 technical per Department (where applicable), plus 1 Faculty Officer and at least 2 administrative and technical staff | —          |
| College        | At least 3 running Faculties/Schools, each with at least 3 running Departments | At least 6 per Department; at least 3 of professorial rank | Provost: professorial rank, preferably a (Full) Professor | 1 College Registrar and at least 5 administrative and technical staff                                                                        | —          |

## Detailed criteria

### 1. Department

An institution wishing to establish a Department must meet all of the following:

1. At least six (6) full-time core academic staff with academic qualifications relevant to the programme(s) the proposed Department intends to run.
2. At least one of the academic staff must be of the rank of Senior Lecturer or higher, to be appointed Head of Department (HoD) and provide academic leadership to the Department.
3. At least one administrative support staff and one technical support staff (where applicable).

4. At least three (3) programmes must be offered in the Department. A PhD, an MSc/MPhil, or a BSc in a single area is each considered one programme.

## **2. Centre**

An institution wishing to establish a Centre must meet all of the following:

1. At least three (3) full-time core academic staff with academic qualifications relevant to the programme(s) and research focus of the proposed Centre.
2. At least one of the academic staff must be of the rank of Senior Lecturer or higher, to be appointed Director of the Centre and provide academic leadership to the Centre.
3. At least one administrative support staff and one technical support staff (where applicable).

## **3. Institute**

An institution wishing to establish an Institute must meet all of the following:

1. At least six (6) full-time core academic staff with academic qualifications relevant to the programme(s) and research focus of the proposed Institute.
2. At least one of the academic staff must be of the rank of Senior Lecturer or higher, to be designated Director of the Institute and provide academic leadership to the Institute.
3. At least one administrative support staff and one technical support staff (where applicable).

## **4. Faculty/School**

An institution wishing to establish a Faculty/School must meet all of the following:

1. The Faculty/School must have at least three (3) running Departments, Institutes or Centres.
2. Each Department must have at least six (6) full-time core academic staff with academic qualifications relevant to the programme(s) of the existing Departments.
3. At least two (2) of the academic staff must be of professorial rank, one of whom is to be designated Dean to provide academic leadership to the Faculty/School.
4. At least one administrative support staff and one technical support staff (where applicable) for each Department operating under the Faculty/School.
5. In addition, the proposed Faculty/School must have one Faculty Officer and at least two (2) administrative and technical staff.

## **5. College**

An institution wishing to establish a College must meet all of the following:

1. The College must have at least three (3) running Faculties/Schools.
2. Each Faculty/School must have at least three (3) running Departments.
3. Each Department must have at least six (6) full-time core academic staff with academic qualifications relevant to the programme(s) of the existing Departments.
4. At least three (3) of the academic staff must be of professorial rank. One of them is to be appointed Provost, who should preferably be a (Full) Professor and will provide academic leadership to the College.
5. In addition, the proposed College must have a College Registrar and at least five (5) administrative and technical staff.