

FACULTY ADMINISTRATION

The Faculties and Departmental Boards

3.7.1 The Dean of The Faculty

The Dean is the Academic Head of the Faculty. He /She shall be responsible to the Vice-Chancellor on all matters relating to the appointment, promotion, and discipline of Academic and Senior Technical Staff after due consultations. He/she shall exercise general superintendence over academic and administrative affairs of the faculty. He/ She collates, coordinates, and presents budgetary and other proposals to, as well as makes recommendation to appropriate organs and committees of the University with regard to admission, matriculation, examination, convocation and other matters.

He/She shall normally be a Professor appointed for a renewable term of three years. In the absence of a Professor, an Acting Dean not below the rank of Senior Lecturer may be appointed for a single renewable term of one year. As much as possible, [Character, competence and](#) seniority shall be taken into consideration in the appointment of Dean and Acting Dean.

3.7.2 The Faculty Board

There shall be a Faculty Board in each Faculty charged with the responsibility of all matters related to academic and related matters.

Membership of the Faculty Board:

Dean of the Faculty	-Chairman
Heads of Department/ Directors in the Faculty	
Representatives of other Cognate Faculty(s)	
Representative(s) of each Unit(s) of the faculty	
All Academic Staff of the Faculties	
The University Librarian or his representative	
The Faculty Officer representing the Registrar	- Secretary

3.7.3 The Heads of Departments

A Head of Department shall be appointed by the Vice-Chancellor [directly or](#) on the recommendation of the Dean for a single term of 3 years only. He/She Shall be responsible to the Vice-Chancellor through the Dean for the day-to-day administration of the Department.

He/She shall be charged with the general responsibility of guiding and supervising Teaching and Research at undergraduate and post-graduate levels, and coordinating the professional, community and other outreach programs of the Department. He/she is expected to convene and chair Departmental meetings, which shall be held at least bimonthly.

The Head shall normally be a Professor. In the absence of a Professor, an Acting Head may be appointed for a single renewable term of one year. As much as possible, seniority will be taken into consideration in the appointment of Heads and Acting Heads of Departments/Units.

3.8 THE CONGREGATION

There shall be a Congregation of the University, the constitution, functions and procedure of which shall be such as may be prescribed by Statute or Ordinance.

Membership:

- (a) All graduates of universities in the employment of **Entrepreneurs University**.
- (b) Members of staff who do not possess University Degrees but hold recognized professional certificates deemed equivalent to a degree.

The Congregation shall have the following functions: -

- (a) to discuss and declare an opinion on any matter whatsoever relating to the University, including any matter referred to it by the Council or the Senate.
- (b) to communicate directly with the Council or the Senate on any matter affecting the University.
- (c) to receive from time to time from the Vice-Chancellor information on the state of the University.
- (d) to elect representatives of Congregation on the Council and Senate
- (e) to elect representatives of Congregation to other relevant organs and committees of the University.

3.9 THE CONVOCATION

There shall be Convocation of the University, which shall be an assembly of the University convened for the award of the Degrees, Diplomas, Certificates and other academic titles and distinctions of the University.

3.10 DIRECTORATES AND UNITS

Such other persons and Organs as may by statute be granted the status of officers and Organs of the University.

Heads of Units shall be appointed by the Vice Chancellor and are responsible to the Vice-Chancellor normally through their Principal Officers, the Registrar, the Bursar, the University Librarian, etc., for the day-to-day administration of their Units. The Head of Unit is charged with the responsibility of supervising, superintending, and coordinating the activities of the members of the staff under his/her Unit.

3.10.1 The Director of Students' Affairs

Shall be appointed by the Senate on the recommendation of the Vice Chancellor. He/She shall normally be a Professor appointed for a renewable single term of three years. In the absence of a Professor, an Acting Director may be appointed for a single renewable term of one year. Reports directly to the Vice-Chancellor

The Director shall superintend over the management of student affairs and carry out the following functions:

- Organize activities for students.
- Advise students in planning educational career goals.

- Guidance and Counseling.
- Assist needy students in securing financial assistance either through scholarships or / and work [study](#) programs.
- [Organise for the formation of the students' union.](#)
- Take charge of registration of students' clubs
- Mobilization for students' volunteer scheme in conjunction with Advancement and Linkages
- Issuance of identification cards [to students](#)
- Liaise with students' associations.
- Any other responsibilities that may be assigned by the Vice-Chancellor.

The key directorates shall include those of Academic Planning and Quality assurance, Physical Planning, Works and Services, Health and Audit.

3.10.2 Director of [Facilities Management](#)

Shall be responsible for the maintenance of the physical facilities and grounds of the University and shall report to the Vice Chancellor. [S](#)hall be responsible for the planning of the physical facilities of the University and shall report to the Vice Chancellor

3.10.3 Director of Academic Planning and Quality assurance

There shall be an Academic Planning Unit in the Vice-Chancellor's Office charged with the responsibility for:

- Preparing and revising the academic brief of the University
- Evolution of proposals for new academic [programs](#) including Faculties and Departments. Processing applications and documents to NAQAA for approval to run and accredit [programs](#).
- Submissions to the Senate and the NAQAA
- Monitoring and maintaining academic standards through periodic curriculum review, institution of courses and Lecturer evaluation criteria and guidelines, students' opinion survey, etc.
- To serve as a liaison unit with NAQAA in planning related matters, budgetary provisions, and analysis.
- Collation, collection, analysis, and application of statistical data from within and outside the University in formulation of University's [s](#) plans and policies.
- Preparation of budgetary documents for the yearly budget

The Academic Planning and Quality Assurance Unit shall maintain computer-based data bank, including enrolment statistics for use in planning, budgeting, and other management decisions. The directorate will be in constant contact with the Physical Planning Unit, Bursary on budget and development estimates, Library, DICT (Directorate of Information and Communications Technology) and Equipment maintenance and development Unit. The Unit is headed by a director.

3.10.4 Director [of](#) Advancement and Linkages (International Office)

The directorate of advancement and linkages is one of the units to drive the university as it has the responsibility of establishing relationships all round. Each section of the Directorate of University Advancement has a specific role to build meaningful relationships with key stakeholders. The unit will communicate the university's plans,

aspirations, and successes appropriately internally and externally, seek financial and non-financial support and provide donor information and financial record and stewardship of gifts to the university as required.

The Directorate shall have the following [functions](#).

- i. Establish academic linkages with recognized local and overseas Universities.
- ii. Establish linkages with private [organizations](#).
- iii. Supervise the students volunteer scheme in conjunction with the Director of Students' affairs.
- iv. Build an integrated alumni, development and communications function that will advance the university's [goals](#).
- v. Develop comprehensive alumni database, establish, and cement relationship with alumni, other stakeholders and friends of the University.
- vi. Source support and partnership for the development priorities of the university.
- vii. Establish and manage the fund-raising apparatus of the university and coordinate the fundraising structure in the University (Streamline funding activities for the benefit of the University)

3.10.5 Director of Health Services

Shall have the responsibility for the curative and preventive aspects of health of the University community in all its ramifications.

3.10.6 Director of Audit

Shall have the responsibility for providing executive management with information about the adequacy and effectiveness of the component institution's system of internal administrative and accounting controls and the quality of operating performance when compared with established standards.

3.10.7 Director of Public Affairs

1. Shall have the responsibility of relating to the public concerning the university
2. Shall be responsible for content on the university website.
2. Shall be responsible for arranging protocol and passages for staff of the university as necessary

The Director shall report directly to the Vice Chancellor

3.10.8 Procurement Officer

Purchasing Unit (Procurement) shall be headed by a procurement officer with required qualifications. The procurement officer shall report directly to the Vice-Chancellor.