

JAYEE UNIVERSITY COLLEGE

CODE OF CONDUCT FOR ACADEMIC STAFF

2026

PREAMBLE

The Jayee University College which started in 1987 as a Secretarial and by 2004 graduated to a University College, is reputed as one of the leading tertiary institutions in Ghana. It has over the years produced graduates of high calibre, to occupy influential positions in Ghana and various parts of the world.

This Code of Conduct is meant to regulate the conduct and behaviour of Senior Members of the University College in order to maintain high standards in work output, and enhance public trust and confidence in the College's activities.

The Code is largely informed by past events, experiences and observations in the college, that have raised issues of integrity, work culture, and general standards of behaviour, considered subversive of discipline in an institution of high learning.

The guidelines are generally consistent with the University College's statutes and regulations to examine issues bordering on ethics and discipline.

The Code is largely applicable to academic Senior Members of the University College. However, until a separate code is designed for non-academic Senior Members, relevant sections of this Code shall apply.

The Code may be reviewed every five (5) years.

It provides guidelines for academic staff and Senior Members in the following areas:

- a. Teaching
- b. Supervision of Academic Work
- c. Examinations
- d. Conflict of Interest

It is hoped that similar guidelines will in future be drawn specifically for junior and senior staff of the university college.

1.6. Teaching Materials

- 1.6.1 The Department must ensure that essential reading materials are available to students.
- 1.6.2 Academic staff must make conscious efforts to refrain from promoting any political, religious, racial, or ethnic ideology in class.
- 1.6.3 Academic staff shall not sell lecture notes or materials to students in accordance with Relevant sections of the Statutes of the University College.
- 1.6.4 Arrangements should, however, be made by the lecturer through the Head of Department to ensure the availability of relevant textbooks and publications at the Library in the University College.

1.7 Use of Mobile Phone at Lecture Halls and Meetings

- 1.7.1 Mobile phones should not be used during lectures and official meetings in the University College. If absolutely necessary, staff should step out of the lecture or meeting to use the telephone.
- 1.7.2 Mobile phones must be on either vibration or silent during lectures and official meetings.

1.8 Availability for consultation by student

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

2.0 EXAMINATIONS

2.1 Typing of Examination Questions

- 2.1.1 Academic staff must, as far as possible, type their examination questions themselves. where necessary, however, they may seek help for typing through the head of department.

2.2 Deadlines for Submission of Examination Question

- 2.2.1 Academic staff must ensure that they meet deadlines for the submission of examination questions and grades.

2.3 Moderation of Examination Questions at the Departmental Level

- 2.3.1 Heads of Department must ensure that examination questions are moderated at the departmental level.

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 avoid the need for changes in the examination halls.
- 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. Faculty who teach in other tertiary institutions in Ghana must set different questions for the various institutions.

2.6 Invigilation during Examinations

- 2.6.1 Academic staff are obliged to perform invigilation duties examinations, and should hold themselves in readiness for the purpose.

2.7 Collection of Examination Scripts from Examination Centres

- 2.7.1 The examiner must ensure that all examination scripts are collected from the examination centres at the end of the examination. In the event that the examiner is unable to collect the scripts, the designated Examination Officer should be informed to collect the examination scripts.

2.8 Marking and Submission of Examination Scripts

- 2.8.1 Academic staff must grade examination scripts and submit marks with the University College's stipulated deadlines.
- 2.8.2 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.
- 2.8.3 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 exams marks in the prescribed manner by themselves. Under no circumstances must his responsibility be delegated to unauthorised persons.

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

- 2.10.1 Academic staff must supervise and grade long essays/thesis/dissertations conscientiously, and must submit grades promptly.

3.0 CONFLICT OF INTEREST

- 3.1 In situations where an academic member of staff teaches a course that is by his/her spouse, child/ward, or close family relation or friend, this conflict of interest must be officially declared at the beginning of the semester to the Head of Department, who will ensure the relevant examination scripts are either marked or cross checked by another member of staff.
- 3.2 The award of contracts for goods and services to close relatives and friends also constitutes conflict of interest.

4.0 RESEARCH AND PUBLISHING

(Reference should be made to the Jayee University College's policy on research and publishing, which is currently in preparation).

5.0 PROMOTIONS

- 5.1 Deans and Heads of Department shall avoid undue delays in processing academic staff promotions. Where there is cause for delay in the processing, the Dean shall inform the applicant through the Head of Department.
- 5.2 Applications for promotion must be copied to the Dean and the Registrar in accordance with the relevant Schedule for the Statutes of the Jayee University College.

6.0 CONDUCT OF SENIOR MEMBERS

- 6.1 Academic staff shall refrain from using narcotic drugs, or other illicit substances.
- 6.2 Academic staff shall refrain from abuse of alcohol which would bring disrepute to the University College.
- 6.3 Academic staff shall not sell for personal or financial gain publisher furnished textbooks or other materials meant for review.
- 6.4 Academic staff shall at all times comport themselves in ways that will enhance their image and that of the University College.

7.0 RELATIONSHIPS WITH COLLEAGUES

- 7.1 Academic staff shall avoid giving adverse comments on colleagues to other colleagues, subordinate staff and students.
- 7.2 Academic staff shall not solicit criticism of colleagues from other colleagues, students or subordinate staff.
- 7.3 Academic staff shall not leak confidential information from meeting or official files to others, and neither should such information be used for unauthorized purposes.
- 7.4 Under no circumstance should an academic staff exploit, harass or research and publishing, which is currently in preparation). Discriminate against a colleague on the basis of religion, gender, race, ethnicity, ideology or disability.
- 7.5 Under no circumstance shall academic staff engage in any verbal or physical assault on colleagues.
- 7.6 Academic staff shall respect the dignity of others, and respect their right to express different opinions.
- 7.7 Academic staff shall at all times promote collegiality to achieve the ultimate goals of The university college.
- 7.8 Where an academic staff is aggrieved by the conduct of a colleague on any issue, he/she shall first report to the Head of Department or Dean for an attempt for settlement.

8.0 RELATIONSHIP WITH HEAD OF DEPARTMENT/DEAN

- 8.1 Deans and Heads of Department should at all times demonstrate high leadership qualities through the exhibition of integrity and objectivity.
- 8.2 Academic staff should offer Deans and Head of Department the necessary support and cooperation to enable them carry out their prescribed duties.

9.0 RELATIONSHIPS WITH SUBORDINATE STAFF

- 9.1 Academic staff shall refrain from any type of harassment or discrimination against subordinate staff. Academic staff shall adhere to the Anti-Sexual Harassment policy of the University College.
- 9.3 Academic staff shall not request or instruct their co-workers or subordinates to do any activity outside the latter's job description to the personal benefit of the academic staff.
- 9.4 Academic staff shall under no circumstances incite subordinates or other against colleagues or University College's authorities.
- 9.5 Except in cases of self-defence, academic staff shall not engage in any verbal or physical assault with subordinate staff.

10 RELATIONSHIP WITH STUDENTS

- 10.1 Academic staff shall refrain from any type of harassment or discrimination against students and shall adhere to the Anti-Sexual Harassment Policy of the college.
- 10.2 Academic staff shall not exploit their relationships with students for personal gratification, and neither shall they confer undue favours or apply pressure to influence students to yield to personal desires.
- 10.3 Academic staff shall ensure that their relationships with student do not develop in ways that can undermine objectivity in grading, evaluation or assessment.
- 10.4 Aiding and abetting a student who has flouted Jayee University College regulations is strictly prohibited.
- 10.5 Except in cases of self-defence, academic staff shall not engage in any verbal or physical assault with students.

11 RELATIONSHIP WITH THE GENERAL PUBLIC

- 11.1 Unauthorised staff shall not give out sensitive information about the university college to the media without permission from the President.
- 11.2 Except in cases of self-defence, academic staff shall not engage in any verbal or

physical assault or involve in a scuffle on the University College's campus or elsewhere, to the embarrassment of the Jayee University College.

- 11.3 Academic 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 or other.
- 11.4 Academic staff shall not give a gift to influence judgement of colleagues in respect of admission, appointment, promotion, grading, assessment or other, in the University College.
- 11.5 Academic staff shall not serve as an agent for bribery with the aim of influencing opinion in the University College.

12 INAPPROPRIATE SEXUAL BEHAVIOUR

- 12.1 Academic staff are prohibited from engaging in sexual or amorous behaviour with students.
- 12.2 Academic staff shall not exploit their relationships with subordinate staff of the University College for sexual ends; and neither shall they confer undue favours to influence subordinate staff of the University College to yield to sexual desires.
- 12.3 academic 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.
- 12.4 Academic staff are bound by the Anti-Sexual Harassment Policy of the University College.

13 RELATIONSHIP WITH THE UNIVERSITY COLLEGE

- 13.1 Academic staff shall conscientiously fulfil all contractual obligations for the period of time agreed, and shall give the University College notice in accordance with the relevant provisions of the Statutes when resigning from the service of the university college.
- 13.2 Academic staff shall make prudent use of and be accountable for University College funds and others resources entrusted to their care.
- 13.3 Academic staff shall not engage in actions or behaviour that may cause loss or embarrassment to the University College.
- 13.4 Academic staff shall avoid the use or abuse of university college property, resources, or labour for personal gain.
- 13.5 Academic staff shall give support to college-wide activities through participation.

- 13.6 Academic staff must ensure regular and punctual attendance at the University College meetings. Due apologies must be conveyed if a staff is unable to attend a meeting.

14 INVESTIGATIVE PROCEDURE FOR BREACH OF CODE

- 14.1 On receipt of a complaint of any breach of code of conduct, either from the Head of Department through the Dean, or from the Dean, or from the Dean, the President shall set up a committee to investigate the complaint. the Committee so set up shall report to the President who shall in turn refer the report to the relevant Disciplinary Committee in accordance with the Statutes of the Jayee University College.
- 14.2 The Disciplinary Board or Committee shall investigate the allegation of misconduct referred to it by the President or the Registrar.
- 14.3 A person alleged to have misconducted him/herself shall appear in person before the board or committee alone or together with a qualified legal practitioner in good standing.
- 14.4 When in doubt, the Board or Committee 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 or Committee is otherwise satisfied.
- 14.5 The Disciplinary Board or Committee shall recommend appropriate sanctions to the President, who shall impose a suitable sanction.
- 14.6 Any academic staff who is not satisfied with the decision of the President shall have the right to appeal to the Appeals Board.

15 SANCTIONS

- 15.1 Where the Senior Members' Disciplinary Board 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. Warning or reprimand in writing
 - iv. Withholding salary
 - v. Suspension without salary
 - vi. Recovery of the money or property, the subject of misconduct or
 - vii. Any other penalty or sanction prescribed by the college's statutes

16 CONCLUSIONS

This Code of Conduct, it must be emphasized, is not exhaustive, and provides broad guidelines that should be added on, as and when circumstances arise. it is hoped that the Code adds greater depth and meaning to the following, contained in the Jayee University College's mission statement:

Our operations will be governed by the highest level of integrity, ethical standards, openness and fairness underpinned by a reward and recognition system that is performance driven.