

DAMBAI COLLEGE OF EDUCATION



STAFF RECRUITMENT AND PROMOTION POLICY

DACE/SRPP001/2020

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STAFF RECRUITMENT AND PROMOTION POLICY

DACE/SRPP001/2020

1. INTRODUCTION

Dambai College of Education is a public tertiary institution affiliated to University for Development Studies (UDS) and University of Cape Coast (UCC). The College has the mandate to train qualified and efficient teachers for basic education delivery. To achieve this, there is the need for recruitment of qualified and competent staff. There is also the need to ensure that qualified staff are promoted for their hard work and ingenuity. This policy therefore seeks to provide guidelines for the recruitment and promotion of staff in the College.

2. POLICY STATEMENT

The College aims to recruit and retain the best staff to enable it achieve its mission and vision. This policy is to ensure that recruitment and selection decisions are based on the ability of the applicant to meet the requirements of the job description, specification and any other relevant criteria. All applicants and employees shall be treated fairly and in accordance with this policy, and other relevant policies. The staff shall be given the opportunity to apply for promotion and receive recognition for meritorious or outstanding achievements. This is to enhance the human resource capacity of the College to train quality teachers. It does not apply to casual staff, adjunct, visiting and honorary appointees of the College. The College shall be committed to valuing diversity and promoting equality in matters relating to recruitment and promotion of staff.

3. PURPOSE/OBJECTIVES

The purpose of this policy is to ensure that the College recruits qualified and competent human resource irrespective of their tribe, gender, racial, religious and other backgrounds to champion the training of quality teachers. It is also to ensure that the staff are consistently motivated and empowered by dint of their hard work.

Objectives of the policy are to:

- a. outline clear procedures for the recruitment and retention of qualified staff

- b. outline clear procedures for the promotion of staff
- c. ensure all appointments and promotions are made on the basis of merit.
- d. improve quality of human resource in the College.
- e. spell out the probation period for newly recruited tutors before confirmation of appointment;
- f. institute motivational packages for excelling tutors;

4. SCOPE

- a. The policy applies to all categories of staff of the College.

5. SUPPORTING PROCEDURES

a. Staff Recruitment

- i. All vacant positions shall be advertised on the College website and other accessible media
- ii. All interested qualified persons shall apply for the position
- iii. There shall be shortlisting of applicants and information subsequently relayed to them.
- iv. Competitive selection interview shall be conducted on shortlisted candidates.
- v. Both successful and unsuccessful candidates shall be duly informed of their status.

b. Staff Promotion

- i. Qualified staff members shall apply for promotion.
- ii. Appointment and Promotion Committee of the College shall work on all applications received using the criteria set up by the College system.
- iii. All successful and unsuccessful candidates will be duly communicated to on their status.

6. INCLUSION RESPONSIVE STATEMENT

All provisions made by this policy shall apply to all manner of persons considered stakeholders of the College irrespective of their gender, ethnicity, religion, social status, ability and cultural background and affiliations in such a manner that no act of discrimination is promoted under any circumstance in any engagement of the College.

7. RESPONSIBILITY FOR IMPLEMENTATION

- a. The Principal
- b. Appointment and Promotion Committee
- c. College Secretary

8. RESPONSIBILITY FOR MONITORING

- a. The College Governing Council
- b. The Principal

9. KEY STAKEHOLDERS

- a. College Council
- b. Appointment and Promotion Committee
- c. All categories of staff of the College

10. STATUS

Approved

11. INITIATING BODY

Appointment and Promotion Committee

12. SPONSOR

The College Principal

13. AUTHOR

The College Principal

14. APPROVAL AUTHORITY

The College Governing Council

15. EFFECTIVE DATE

16th September, 2020

16. REVIEW DATE

2023

17. RELATED LEGISLATION

- a. Colleges of Education Act, 2012 (Act 847)
- b. Harmonized Statutes for Colleges of Education, Ghana
- c. Harmonized Scheme of Service for staff of Colleges of Education
- d. Harmonized Conditions of Service for staff of Colleges of Education
- e. The 1992 Constitution of the Republic of Ghana
- f. Labour Act of Ghana, 2003 (Act 651)

18. RELATED POLICY

- a. Harmonised Statutes of Colleges of Education. Ghana
- b. The National Accreditation Board (NAB) Admission Guidelines.

19. FURTHER INFORMATION

For further information or enquiries regarding this policy, please contact the following:

The Principal

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