



## **TERMS OF REFERENCE**

### **HEADS OF THE DEPARTMENTS**

An academic department is a division of a Faculty devoted to a particular academic discipline/s. The Head of a Department shall be a Professor, Associate Professor, Senior Lecturer, or Lecturer, appointed by the Council upon the recommendation of the Vice-Chancellor. He holds the office for three years, unless removed from office and be eligible for reappointment.

#### **Terms of Reference of Heads of Departments**

- i. To develop and enhance the academic leadership to the Department and wider community.
- ii. To convey the Department contributions to the Faculty and the University.
- iii. To contribute for the preparation of strategic plan and action plans at the Faculty level, together with the Dean of the Faculty.
- iv. To plan and manage the annual budget of the Department effectively.
- v. To manage all staff of the Department efficiently and effectively with the directives of the Dean of the Faculty.
- vi. To convene and preside regular Department meetings and ensure the keeping of minutes.
- vii. To ensure that the activities of the Department are undertaken in accordance with the governance, policies, and regulatory frameworks of the University.
- viii. To prepare duty lists for the non-academic staff together with Assistant Registrar (Academic & Student Service) and to ensure that services provided according to the duty lists.
- ix. To maintain inventories and documents of all equipment, furniture and other items received and disposed of.

- x. To assign and supervise academics for carrying out coursework/ practical/sessions/ research/ seminar.
- xi. To prepare the list of first and second examiners for the Faculty Board recommendation.
- xii. To recommend changes/ inclusions/ omissions of course content from the curriculum to the Faculty Board to obtain approval from the Curriculum Development Committee of the University and the Senate.
- xiii. To monitor, review and implement the courses offered by the Department.
- xiv. To prepare the list of visiting academic staff and obtain necessary approvals.
- xv. To prepare/ revise the plan for recruitment of academic staff considering future needs.
- xvi. To make recommendations to the Faculty Board in matters pertaining to the academic activities.
- xvii. To obtain stakeholder feedback and implement a periodic review of the curriculum.
- xviii. To cooperate with Faculty Quality Assurance Cell, other departments, centres, and units within the Faculty/ University to share good practices for quality enhancement.
- xix. To organize scrutinize meeting to finalize examination marks of the Department.

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