



# ROLES & RESPONSIBILITIES OF PROVOSTS/DEANS/HODS/ DIRECTORS



PROF. EBUNOLUWA OLUFEMI

ODUWOLE, FNAL

*Vice-Chancellor*

*Ajayi Crowther University*

**B.A. (Hons) M.A. Ph.D. (Ibadan) M.Sc. Bioethics (Leuven,  
Nijmegen, Padova)**



# Objectives of the lecture

- To highlight the roles and responsibilities of Provosts/Deans/Heads of Departments/Directors in Ajayi Crowther University
- To remind us of such roles and responsibilities
- To promote ethical decisions
- To enhance integrity
- To enhance leadership skills
- THIS IS THE RIGHT TIME



# Provosts/Deans/HODs/Drs.

- They Are Administrative Officers of The University
- They Assist In The Day-to- Day Administration Of The University
- They Have Special Assignments...,
- Basically To Manage Various Arms of The Uni.
- Such As:
- Colleges, Faculties, Dept. Institutes/Directorates
- In Terms of Effective Teaching /Research and Other Activities of The University and Other Stakeholders



# Provosts/Deans/HODs/Drs.

- They Are Responsible To The Vice-Chancellor
- **Hence:**
- They Are To Carry Out Any Assignment Given By The Vice-Chancellor
  
- They Are Expected To Be Conversant With The Rules & Regulations of The University



# Provosts/Deans/HODs/Drs

- **Some Specifics Of Their Assignments:**
- They Are Members Of Senate
- **Be Available For Consultation**
- They Are Accountable For The Finance Of The Colleges/Faculties/Departments Through The Various Accountants Assigned To The Unit
- **They Shall Promptly Treat All Mails Directed To Their Office**



# Specific Roles of The Provost

- The Post of A Provost Is By Election
- The Provost Heads The College
- Coordinates Teaching
- by
- Ensuring that Teaching is Efficient
- Coordinates Research
- The Provost Is The Chairman At All Meetings of The College Board



# Specific Roles of The Provosts

- Call College Board Meetings **REGULARLY**
- **To Discuss Issues Pertaining to the College**
- The College Board Coordinates The Affairs of The Faculties
- **Ensure That Members of his College Are Assessed Each Year**
- Be available for students consultation and welfare
- **BE AVAILABLE**



# FACULTY DEAN

- A Dean Is A Professor of A Faculty..,
- He Is An Elected Officer of The Faculty
- Shall Exercise General Superintendence Over The Academic
- &
- Administrative Affairs of The Faculty



# FACULTY DEAN

- A Dean Should Call Faculty Board Meetings Regularly (bi-monthly)
- A Dean Shall Normally Be The Chairman At All Meetings of The Faculty Board Where He is Present
- **AVOID OVER-DELEGATION/BE AVAILABLE**



# FACULTY DEAN

- *In Other Words :*
- If He Is Not Present He Shall Ask A Senior Member Of The Faculty To Stand In For Him At The Faculty Board
- Even When An Acting Chairman Is Appointed, Such is Expected To Report To The Dean.....,
- The Dean Will Report To The Faculty Board



# FACULTY DEAN

- The Dean Is Also Expected to Call Other Faculty Meetings Such As:
- Faculty Board of Examiners (to consider students result)
- Board of Studies
- Annual appraisal
- Regularly
- A Dean is a member of all Committees & Boards constituted by the Faculty



# FACULTY DEAN

- The Dean Shall Represent The Faculty At All University Statutory Meetings of The University
- **For Example:**
- **Senate** (Discuss Issues Relating To All the Departments In The Faculty)
- Appointment & Promotions Committee
- **Committee Of Provost And Deans**



# FACULTY DEAN

- Other assignments
- Be Present at Every Appointment of Academic Staff In The Faculty
- Present Candidates For The Award of Degrees (Except)honorary Degrees
- Represent the Vice-Chancellor internally and externally



# FACULTY DEAN

- Attend to issues pertaining to Students at the Faculty Level even at Senate (academic and welfare)
- **AVAILABLE/PROACTIVE**



## HOD: The Department

- The Department Is The Primary Arm of The University
- It is The Grassroot of The University
- Staff And Students Are coordinated At This Level



# HOD: An Administrative Position

- Head of Department Is:
- An Appointee of The Vice-Chancellor
- For Two Years
- or
- In Acting Capacity For One Year



# HOD& Dean

- Heads Of Departments Work Directly With The Dean of The Faculty
- **To :**
- **Ensure Proper Running of The Affairs of The Faculty**
- **In Line With University Regulations/ Plans**
- **Adhere To University /vision/mission/regulations/Policies**



# HOD/Administration

- Gives Direction To The Department In Line With University Strategic Plan & Mission
- Ensure Teaching & Research Is Efficient In The Department
- Responsible to Senate(carries out instructions from Senate)



# HOD: An Administrative Position

- Coordinates Both Academic
- &
- Non-teaching Staff in The Department
- Ensure Efficiency
- &
- Compliance With Regulations
- SO: THE HOD MUST BE CONVERSANT WITH THE RULES AND REGULATIONS OF THE UNIVERSITY
- EFFICIENT



# HOD/Administration

- The HOD Administers The Department Through Conduct Of Meetings
- So.....
- He should ensure that he calls departmental meetings
- **NOT ELDERS FORUM?????????**
- The HOD shall normally be the Chairman at all meetings of the Departmental Board
- **Ensure Minutes Are Properly Taken**



# HOD/ADMINISTRATION

- He Shall Treat All Mails/Memo Directed To The Department **Within 24 Hours**
- **DISSEMINATE INFORMATION**
- **LET INFORMATION FLOW DOWN**
- **PROCESS INFORMATION**
- **CARRY EVERYBODY ALONG**



# HOD/Administration

- Ensures accreditation of the Department by National Universities Commission and other Accrediting Bodies
- Develop new programs to attract new students, encourage new knowledge stream



# HOD/Administration

- Coordinate Departmental Budget/Finance
- Keep to Financial Regulations
- FINANCIAL ACCOUNTABILITY



# HOD /ADMINISTRATION

- Management of The Department By Ensuring That :
- University Equipment are well utilised not under-utilised
- Books well kept
- University Facilities In The Department are properly handled
- Arranging For & Assigning Departmental Space, Facilities & Equipment.



# HOD & Examinations

- Ensure Proper Conduct Of Examination
- **HE IS THE CHIEF EXAMINER, ALL OTHERS ARE ASSISTING**
- Be In Custody Of Examination Questions
  - **Not**
- Departmental Examination Officer (DEO)
- **DEO/Level Adviser( For Administrative Convenience)**
- Ensure That Final Year Questions Are Moderated By The External Examiner
- **Ensure External Examination Is Conducted For Final Year Students**



# HOD EXAMINATIONS

- The HOD Shall :
- Call Departmental Board of Examiners to consider results
- Ensure Departmental results are considered by the Faculty and other appropriate organs of the University
- Accountability on examinations and results
- Don't sort/wave/process



# HOD/ENSURE ANNUAL APPRAISAL OF MEMBERS

ANNUAL APPRAISAL

PROMOTION IS SENSITIVE

CONSIDER ALL

BE FAIR TO ALL

DO THE NEEDFUL

DO NOT PUSH CASES UP  
BECAUSE.....



# HOD & APPOINTMENTS

- However, he shall not be present if .....
- He holds a post below the rank of professor
- and
- a Professor is to be appointed
- The Acting Head shall not be a member
- if
- he himself is a candidate for appointment
- He shall also be present at every appointment of the administrative staff of the Department



# HOD & APPOINTMENTS

- The HOD Shall Be Present At Every Appointment of Academic Staff In The Faculty
- **WHY?**
- Because he is conversant with the specialisations of the Discipline
- **He knows the staff mix**
- Areas of need in the Department
- **He is the expert**
- So he must be versed in his field



# HOD & Research

- **The HOD Shall :**
- **Ensure The Conduct Of Research In The Department**
- **To showcase the outcome of individual/Departmental research**
- **Organise Seminars**
- **Organise Conferences**
- **Workshops**
- **Retreats**
- **SO HE MUST BE A RESEARCHER**



# HOD & Students

- Ensure That Student's Activities Are Well Coordinated In The Department
- Respond To Students Grievances & Request
- HOD Shall Write Reference/Introduction Letters For Students on Request
- HOD Shall Write Letters Of Reference For The Alumni of The Department on Request
- NEED THE SKILL OF WRITING REFERENCE LETTERS
- Have A Good Rapport With The Alumni(not NUC accreditation)



# HOD/IMAGE MAKER

- HE IS THE IMAGE OF THE DEPARTMENT
- Represent The University Internally And Externally
- HE IS THE FIRST POINT OF CONTACT ON DEPARTMENTAL ISSUES
- HE IS AN AMBASSADOR



# DIRECTORS

- **Directors Have Specific Assignments**
- **That pertains to their directorate**
- **They help the University evolve, develop and meet new challenges in the mandate of the Directorates**



# DIRECTORS

- **IN ESSENCE THEY:**
- Supervise and coordinate efficiently the administration and governance of the Directorate
- Ensure that you familiarise yourself with the Reason for the establishment of the Directorate
- Task: set out to achieve **SOMETHING GREAT** for the Directorate
- Think inside and outside the box



# GENERAL QUALITIES

- Leads ( by example)
- Integrity
- Diligent
- In Control/Firm
- Consult
- Role Model
- Trustworthy
- Be able to handle competing demands
- **PROMOTE ACADEMIC CULTURE**
- *Uphold The Rules & Regulations Of The University*



# GENERAL QUALITIES

- HOD/Dean/Provost/ Director Is Not A Boss
- BUT
- Leader
- With an
- Excellent Team Spirit
- Is A Team Player
- Give Others A Chance To Participate
- Locate The Abilities Of Members Of Staff &
- Use Them Wisely To Enrich Quality of Output of The College /Faculty/Department/Directorate



# TEAM WORK

- HOD's Deans, Provosts, Directors Are To:
- Ensure Team Work
- With
- Staff, Students
- Faculty Members
- University Management
- All Stakeholders Of The University





# HOD's/Deans/Provosts/Directors

**POLARISE**

**VICTIMISE**

**DO NOT**

**NO CAMPS**

**DISCRIMINATE**

**PERSECUTE**



*Thank  
you*