

POSTDOCTORAL POLICY



UNIVERSITY OF CAPE COAST

SEPTEMBER 2014

CONTENT

1. PREAMBLE AND DEFINITION OF TERMS 2

2. BROAD CONDITIONS ON POSTDOCTORAL ACTIVITIES 2

3. SPECIFIC CONDITIONS FOR POSTDOCTORAL FELLOWS 3

 3.1 CRITERIA 3

 3.2 DURATION..... 3

 3.3 FUNDING IMPLICATIONS..... 3

 3.4 EXPECTED OUTCOME..... 3

 3.5 RESIGNATION/TERMINATION OF POSTDOCTORAL TRAINING..... 4

4. SPECIFIC CONDITIONS FOR POSTDOCTORAL APPOINTEES 4

 4.1 CRITERIA 4

 4.2 DURATION..... 4

 4.3 FUNDING IMPLICATIONS..... 4

 4.4 EXPECTED OUTCOME..... 4

 4.5 RESIGNATION/TERMINATION OF POSTDOCTORAL TRAINING..... 5

5. AMENDMENTS 5

1. PREAMBLE AND DEFINITION OF TERMS

In order to ensure continuous improvement of the professional attributes of faculty, the University of Cape Coast declares its support for postdoctoral activities and therefore has developed this policy to guide its administration.

The University recognizes two categories of postdoctoral activities. Category one, covers postdoctoral activities that are undertaken by external faculty members on the University of Cape Coast campus while category two refers to postdoctoral training pursued by faculty of this University in other universities/institutions. The University therefore recognizes two categories of people undertaking postdoctoral activities. These are postdoctoral appointees (Category One) and postdoctoral fellows (Category Two).

For the avoidance of doubt, the University defines postdoctoral training as *research oriented activities pursued with the aim of enhancing professional skills that are directly related to the subject area of the postdoctoral appointee/fellow*. The adoption of this definition by the University implies that postdoctoral activities debar the pursuance of the other two professional engagements of faculty namely, teaching and outreach. The restriction of postdoctoral activities to only research is informed by the University's quest to attain recognition as a research-oriented institution. The University may in the future, expand the scope of postdoctoral training to cover other endeavours of scholarship.

Postdoctoral conditions shall not in anyway be interpreted as either sabbatical or study leave.

2. BROAD CONDITIONS ON POSTDOCTORAL ACTIVITIES

- 2.1** Provosts in collaboration with Heads of Department and Deans of Faculty/School shall supervise the administration of postdoctoral activities in their respective colleges.
- 2.2** Heads of Department are to ensure that the research activities to be pursued during the postdoctoral training fit into the overall research agenda of the department.
- 2.3** The offer of postdoctoral training shall be contingent on the strength of the department at the time of the application. Heads of Department shall expressly state the implication of the postdoctoral training on teaching, research and community services in support or otherwise of applications submitted.
- 2.4** Provosts shall submit the following documentation to the Vice-Chancellor for final approval.
 - 2.4.1** Letter of appointment (Postdoctoral appointees) and offer (Postdoctoral fellows). The letter shall categorically provide information on the following:
 - 2.4.1.1** Proposed research activities to be undertaken during the period of the postdoctoral training.
 - 2.4.1.2** Duration of the postdoctoral training.
 - 2.4.1.3** Funding sources.
 - 2.4.2** Proof of Doctoral Degree
- 2.5** Postdoctoral training undertaken by both appointees and fellows shall be granted by the University only once in the lifetime of an Academic.
- 2.6** Beneficiaries of postdoctoral training are expected to abide by all statutes of the host University.

3. SPECIFIC CONDITIONS FOR POSTDOCTORAL FELLOWS

3.1 CRITERIA

- 3.1.1** Postdoctoral fellows shall be allowed to take-up an offer only upon signing an undertaking to abide by the University's regulations and protect the interest of the University in all endeavours during the postdoctoral training.
- 3.1.2** Postdoctoral fellowship must be undertaken within five years of obtaining a Ph.D. This implies that the regulation for study leave, if the applicant is so bonded, shall be extended.
- 3.1.3** Prospective postdoctoral fellows, at the time of making an application, should necessarily, be affiliated (full-time professional engagement) to one of the colleges in the University.
- 3.1.4** In granting an offer for a postdoctoral fellow, preference shall be accorded to applicants:
 - 3.1.4.1** Pursuing postdoctoral opportunities in Universities/Research Institutions other than the institution in which the doctoral degree was obtained;
 - 3.1.4.2** Seeking postdoctoral fellowship based in foreign universities;
 - 3.1.4.3** Received their Ph.D. from the University of Cape Coast;
 - 3.1.4.4** Yet to proceed on sabbatical leave;
 - 3.1.4.5** Less than 45 years; and
 - 3.1.4.6** Demonstrated research aptitude (evidence of working papers).

3.2 DURATION

Faculty in the University, on a case-by-case basis, may be allowed to undertake a postdoctoral training for a maximum of two (2) years.

3.3 FUNDING IMPLICATIONS

- 3.3.1** Postdoctoral fellows shall continue to attract their basic salary during the period of the postdoctoral training.
- 3.3.2** Premised upon clause 3.3.1, postdoctoral fellows shall be obliged to serve the University upon completion of the postdoctoral training. The period for serving the University shall be determined by the duration of the postdoctoral training. One-year postdoctoral fellowships shall attract a bond of a year and two-years postdoctoral offers shall attract a three-year bond.
- 3.3.3** Premised upon clause 3.1.2, bond for study leave and postdoctoral engagement shall be cumulatively determined. Thus, faculty with outstanding bond shall add on the expected bond for engaging in postdoctoral fellowship.
- 3.3.4** Postdoctoral fellows shall not be entitled to allowances received by Faculty in the University.

3.4 EXPECTED OUTCOME

- 3.4.1** A minimum of two academic journal publications (or its equivalent as per the statutes of the University) shall be produced for a one-year postdoctoral appointment and three for a two-year offer. Postdoctoral fellows are mandated to cite the University of Cape Coast as their affiliation on all publications that shall be produced during the postdoctoral training.

- 3.4.2 Postdoctoral fellows shall show evidence of a proposal aimed at securing funds to sustain the relationship with the University.
- 3.4.3 Postdoctoral fellows shall submit a report to the Vice-Chancellor through the Head of Department on their experiences during the postdoctoral training.

3.5 RESIGNATION/TERMINATION OF POSTDOCTORAL TRAINING

Postdoctoral fellows who decide to terminate the postdoctoral training shall expressly communicate the reasons as well as the likely consequences of their decision to the University.

4. SPECIFIC CONDITIONS FOR POSTDOCTORAL APPOINTEES

4.1 CRITERIA

- 4.1.1 Applicants for postdoctoral training in the University of Cape Coast should be full time employees of a recognized university or research institution.
- 4.1.2 Prospective postdoctoral appointees shall show evidence of research activities that shall be pursued during the period of the postdoctoral training.
- 4.1.3 Heads of Department shall inform the University management of the link between the research activities of the postdoctoral appointee and that of the Department.
- 4.1.4 Heads of Department shall communicate to the Vice-Chancellor the faculty members who shall be working with the postdoctoral appointee.
- 4.1.5 Heads of Department shall confirm to the University management the availability of resources such as office space to accommodate the prospective postdoctoral appointee.
- 4.1.6 Postdoctoral appointees shall be allowed to take-up an offer only upon signing an undertaking to abide by the University's regulations and protect the interest of the University in all endeavours, both during and after the postdoctoral training.
- 4.1.7 Application of postdoctoral appointees will be considered only if the applicant is within the first five years of obtaining a Ph.D.

4.2 DURATION

Postdoctoral appointment shall be granted for a maximum of two years.

4.3 FUNDING IMPLICATIONS

The Department hosting the postdoctoral appointee shall show evidence of funding for the postdoctoral uptake. The financial commitment of the University (both immediate and distant) shall be comprehensively identified and communicated to the Vice-Chancellor through the Head of Department.

4.4 EXPECTED OUTCOME

- 4.4.1 A minimum of two academic journal publications (or its equivalent as per the statutes of the University) shall be produced for a one-year postdoctoral appointment and three for a two-year offer. Postdoctoral appointees are

mandated to cite the University as their affiliation on all the publications that shall be produced during the postdoctoral training.

- 4.4.2 Postdoctoral appointees shall make a minimum of two presentations per semester during the period of the postdoctoral appointment in the University.
- 4.4.3 Postdoctoral appointees in collaboration with the supervisor shall show evidence of a proposal aimed at securing funds to sustain the relationship with the University.
- 4.4.4 Postdoctoral appointees shall submit a report to the Vice-Chancellor through the Head of Department on their experiences during the postdoctoral training.
- 4.4.5 Faculty hosting/working with the postdoctoral appointees shall submit a report to the Vice-Chancellor through the Head of Department on experiences during the postdoctoral training and recommendations to improve postdoctoral activities in the University.

4.5 RESIGNATION/TERMINATION OF POSTDOCTORAL TRAINING

- 4.5.1 Should the need arise for either the University or the postdoctoral appointee to end the postdoctoral training, one month prior written notice is required from the party initiating the termination of the contract.
- 4.5.2 The University may terminate a postdoctoral training contract in case of a breach in any of the regulations of the University of Cape Coast.

5. AMENDMENTS

The Directorate of Research, Innovation and Consultancy of the University shall consider all matters not covered in this policy. However, the final authority on such issues is vested in the Vice-Chancellor of the University.