



U N I V E R S I T Y O F
P O R T H A R C O U R T

**ROLES AND
RESPONSIBILITIES
OF KEY OFFICERS
IN UNIPOINT**

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ROLES AND RESPONSIBILITIES OF KEY OFFICERS

The following are the functions and responsibilities of Deans, Directors of academic centres and institutes, and Department heads:

The University of Port Harcourt has the following key administrative positions:

- **Chancellor:** The Chancellor is the ceremonial head of the university.
- **Vice-Chancellor:** The Vice-Chancellor is the chief executive officer of the university.
- **Deputy Vice-Chancellor (Administration):** The Deputy Vice-Chancellor (Administration) is responsible for the university's administrative functions, including human resources, finance, and facilities management.
- **Deputy Vice-Chancellor (Academic):** The Deputy Vice-Chancellor (Academic) is responsible for the university's academic affairs, including teaching and learning, research, and student support services.
- **Deputy Vice-Chancellor (Research and Development):** The Deputy Vice-Chancellor (Research and Development) is responsible for the university's research and development activities.
- **University Librarian:** The University Librarian is responsible for the university's library and information services.
- **Bursar:** The Bursar is responsible for the university's financial affairs.
- **Registrar:** The Registrar is responsible for the university's academic records and student affairs.
- **Senate:** The Senate is the highest decision-making body of the university.
- **Council:** The Council is the governing body of the university.
- **Faculty Boards:** Faculty Boards are responsible for the academic affairs of their respective faculties.
- **Staff:** Staff members have specific roles and responsibilities within the university.

Deans: Typically, deans are responsible for overseeing one or more academic divisions, such as a school or college, within a university. Their responsibilities and duties may include the following:

- Managing budgets and resources for their academic unit(s);
- Recruiting and retaining faculty and staff;
- Ensuring the integrity of academic programmes and student outcomes.
- fostering relationships with other academic units, university administrators, and external partners
- representing their academic unit(s) to the university community and beyond

Directors of Academic Centres and Institutes: Directors of academic centres and institutes are responsible for leading research, teaching, and outreach divisions within a university. Their responsibilities and duties may include the following:

- Providing leadership and strategic direction for the academic centre or institute.
- Designing and implementing research, instruction, and outreach programmes consistent with the mission of the academic centre or institute
- Establishing partnerships with faculty, staff, students, and external partners to further the objectives of the academic centre or institute
- Representing the academic institution or institute within the university and beyond

Heads of Departments: Heads of departments are responsible for managing a particular university department. Their responsibilities and duties may include the following:

- Developing and implementing academic programmes that align with the department's mission

- Recruiting and retaining faculty and staff
- Ensuring the quality of academic programmes and student outcomes
- Representing the department to the larger university community and beyond.

Duties and obligations of Directors of non-academic divisions in the University's Registry, Establishment, and Bursary

Directors of non-academic entities in the Registry, Establishment, and Bursary may have the following roles and responsibilities:

The Director of Registry (DR Academics) manages the administrative functions of the university, including student registration and records, examinations, graduation, and other administrative services. Their responsibilities and duties may include the following:

- Developing and implementing policies and procedures related to student registration and records, examinations, and graduation.
- Managing student records and maintaining their confidentiality.
- Ensuring the accuracy and integrity of student data.
- Providing administrative support to faculty, staff, and students.
- Ensuring compliance with legal and regulatory requirements related to student records and data.

The Director of Establishment is responsible for administering the university's human resources functions, such as recruitment, staffing, benefits administration, and employee relations. Their roles and responsibilities may include:

- Developing and implementing policies and procedures pertaining to human resources management
- Managing recruitment and staffing processes
- Administering employee benefits and compensation programmes
- Providing support and guidance to employees on workplace-related issues
- Ensuring compliance with legal and regulatory requirements pertaining to employment and labour practices
- Overseeing the management of budgets

Director of Scholarships: The Director of Bursary is responsible for administering the university's financial functions, such as budgeting, accounting, and financial reporting. Their roles and responsibilities may include the following:

- Developing and implementing financial policies and procedures;
- Managing the university's financial resources, including budgeting and financial planning;
- Ensuring compliance with financial regulations and accounting standards;
- Overseeing the accounting and financial reporting processes;
- Providing support and guidance to other university units on financial matters;
- Managing financial risks and ensuring their mitigation; and
- Providing support and guidance to other university units on financial matters.

Research Administrator's Duties and Responsibilities at the University

A university research administrator is responsible for assisting faculty, researchers, and students with the planning, management, and administration of research initiatives. Common responsibilities of university research administrators include:

Pre-Award Responsibilities:

- Assisting researchers in identifying potential funding opportunities
- Guiding proposal development, including budget preparation, compliance requirements, and submission procedures
- Reviewing and approving research proposals prior to submission to the funding agency
- Negotiating contract terms and conditions with funding agencies, industry partners, and other stakeholders.
- Providing guidance to researchers on compliance with regulatory requirements and grant terms and conditions
- Assisting with the administration of awards, including financial management, reporting, and close-out procedures
- Monitoring project progress and providing regular updates to the principal investigator and funding agency
- Facilitating communication and collaboration among project team members
- Assisting with data management

Research Development Responsibilities:

- Identifying and monitoring new research trends and opportunities, and advising researchers on emerging areas of research;
- Developing and implementing strategies to increase the university's research programmes' competitiveness;
- Facilitating research collaborations and partnerships with external stakeholders, including industry, government, and community organisations.
- Providing research administration and compliance training and professional development opportunities for researchers.

University Professorial Chair Occupants' Responsibilities and Roles

Professorial chairs at a university are prestigious academic positions that recognise individuals who have made substantial contributions to their field of study. Professorial chairs are typically occupied by eminent academicians and researchers with extensive knowledge and experience. The functions and responsibilities of university professorial chair holders may include:

- Providing direction and leadership to students and novice faculty members in their field of study.
- Presenting lectures and seminars on their area of specialisation and supervising postgraduate research projects and theses.
- Providing students and intermediate faculty members with guidance on research and professional development as a mentor.
- Conducting original research and publishing scholarly works in their field of specialisation.
- Leading research teams and collaborating with other researchers to advance their field's body of knowledge.
- Obtaining external funding to support research activities, including grant proposals and fundraising.
- Representing the university and their department in external forums, such as professional associations and academic societies.
- Participating in community activities, such as public lectures and seminars, media interviews, and writing for non-academic audiences.
- Providing consulting services in their area of expertise to public and private organisations.

Leadership and Administration:

- Serving on university committees and providing leadership within their department or faculty.

- Enhancing and promoting the department's and university's reputation through public speaking, networking, and collaboration with other academic institutions.

Faculty Officer, Examination Officer, and Associate Dean Responsibilities

- Providing administrative support to academic staff within a faculty, including managing and processing administrative duties related to the faculty, such as scheduling, student records, and communication.
- Ensuring compliance with university policies and regulations, particularly regarding student enrollment, registration, and graduation.
- Supporting the development of initiatives and strategic goals for the faculty.
- Providing academic personnel with direction and assistance in curriculum design and development.
- Coordinating and administering the administration of university examinations, including scheduling and venue arrangements, as well as providing support to academic staff in relation to examination administration.
- Ensuring the accuracy and integrity of student examination results, including the management of examination papers and materials, as well as ensuring compliance with university policies and regulations pertaining to academic integrity.
- Managing the publication of examination results, including authenticating results and addressing any questions or appeals pertaining to them.
- Providing academic personnel with guidance and support regarding examination policies and regulations.
- Providing leadership and support for the development and implementation of strategic plans and initiatives for the faculty.
- Assist with faculty operations and administration, including assisting academic staff with research, teaching, and community involvement.
- Supervising the administration of student-related matters, such as enrollment, registration, progression, and graduation.
- Providing academic personnel with guidance and support regarding curriculum design and development, as well as promoting excellence in teaching and learning.