



# Omega Global University

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## **OGU ROLE OF THE CHANCELLOR, VICE CHANCELLOR, REGISTRAR AND COUNCIL**

This document outlines the legislative and policy context in which the Omega Global University Chancellor is appointed, together with a role statement (key responsibilities and relationships) and attributes used to identify the individual who assumes the office in the first instance, the Vice-Chancellor, Registrar's Office, University Council and Senate duties and responsibilities.

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# Introduction

The Chancellor is the formal head of a University. The pivotal leadership role undertaken by the Omega Global University Chancellor is unique, complex and diverse. In spearheading the University to meet its challenges, the Chancellor draws upon many personal strengths and outstanding professional skills that have developed over years of achievement.

The Chancellor understands that the University has evolved from a series of characterized commitments to spiritual right standing with God, social justice and equity, and a striving for excellence. These commitments have been reinvigorated and resonate in the work that the University currently has undertaken.

Today the University is predominantly located in the rapidly changing and developing continent of Africa, and is dedicated to playing a transformational role developing the capabilities of its individuals, enterprises and communities to build a long-term, sustainable future. The University also operates within a broader environment of shifting public and government expectations of tertiary education in an increasingly competitive local, national and international education sector.

The Chancellor, as the Chairman of the University Council, is the champion of effective and ethical governance, and leads a dynamic team of councilors in their strategic decision making and oversight of the University's operations. Omega Global University is a great and vibrant institution, which is positively and energetically differentiating itself from other universities through its planning and strategic development on a local and global scale as a Christian based private institution.

The Chancellor symbolizes and embodies the mission of the University to provide high quality education to a diverse student body. The University's students come from local, national and international sources, and reflect a multitude of cultures yet built on Christian faith foundation. In the context of a multi-sector tertiary education and a strong collegiate culture, the Chancellor is a committed advocate to the idea of lifelong learning and the capacity of Omega Global University to facilitate education pathways for a highly diverse student population, both locally and abroad and above all introduce Christian values for Christ glory on earth.

The Chancellor acts as a role model and reflects the University's values to its students and staff, and is a focal point to ensure the high standing of the University in the wider community.

The Chancellor is greatly respected for his statesmanship and wisdom in helping to guide the University to meet its goals. The position brings with it an expectation of commitment to the University's mission and strategic direction, a passion for education, and unwavering dedication to lead in a way that is inclusive and enabling through its vision, aims and objectives.

## **HISTORY**

Omega Global University (OGU) was founded in 2001, by the man of God, Apostle, Professor Vusumuzi Nehemiah Sibiyi in Mbombela City, Mpumalanga Province, Republic of South Africa. The University's original mandate was to serve the continent of Africa and it continues to do so by forging strong links with local Churches, local communities, governments, business and industry.

Omega Global University (OGU) is one of the largest and most culturally diverse education institutions in Africa. OGU is an institution with excellence in teaching, training, research and scholarship.

The University offers courses for qualifications in ministerial, theological, professional and vocational kingdom education. Learning pathways enable students to move from a certificate course through to an advanced diploma, degree, and postgraduate qualification.

# **COURSES ARE OFFERED FROM THE FOLLOWINGS SCHOOLS/FACULTIES**

## **1. SCHOOL OF MINISTRY, MISSIONS AND THEOLOGY**

- Certificate in Ministry
- Diploma in Ministry
- Higher Diploma in Ministry and Pastoral Studies
- Bachelor Degree in Ministry
- Bachelor Degree in Theology
- Bachelor Degree in Prophetic Ministry
- Bachelor Degree in Christian Counseling
- Bachelor Degree in Christian Education
- Bachelor Degree in Christian Entrepreneurship
- Master Degree in Ministry
- Master Degree in Theology
- Master Degree in Prophetic Ministry
- Master Degree in Christian Counseling
- Master Degree in Christian Education
- Master Degree in Christian Entrepreneurship
- Master Degree in Christian Leadership
- Doctor of Ministry Degree & all the above stream lines

## **2. SCHOOL OF BUSINESS ADMINISTRATION AND COMMERCE**

- OGUD235 Diploma in Business Management
- OGUD236 Diploma in Human Resource Management
- OGUD237 Diploma in Marketing
- OGUD239 Diploma in Secretarial Studies
- OGUD03 Diploma of Arts in Cooperative Studies
- OGUD33 Bachelor of Commerce
- OGUD53 Master of Business Administration
- OGUD58 Master of Science in Entrepreneurship
- OGUD86 Doctor of Philosophy in Business Administration

### 3. SCHOOL OF APPLIED HUMAN SCIENCE

- OGUH164 Certificate in Nutrition and Health
- OGUH236 Diploma in Tourism Studies
- OGUH262 Diploma in Nutrition and Health
- OGUH266 Diploma in Hospitality and Management
- OGUH09 Bachelor of Science in Food Nutrition and Dietetics
- OGUH10 Bachelor of Science in Family and Consumer Studies
- OGUH11 Bachelor of Science in Textile Science and Design
- OGUH12 Bachelor of Science in Hospitality and Tourism Management
- OGUH18 Bachelor of Science in Sports Technology
- OGUH19 Bachelor of Science in Leisure and Recreation Management
- OGUH46 Bachelor of Philosophy in Hospitality & Tourism Management
- OGUH89 Bachelor of Science in Community Resource Management
- OGUH92 Bachelor of Science in Fashion Design & Marketing
- OGUH94 Bachelor of Science in Tourism Management
- OGUH62 Master of Tourism
- OGUH60 Master of Science in Applied Human Sciences
- OGUH67 Master of Sport Technology
- OGUH87 Doctor of Philosophy in Applied Human Sciences

### 4. SCHOOL OF PURE AND APPLIED SCIENCES

- OGU120 Bachelor of Science (BSc)
- OGU121 Bachelor of Science in Telecommunication & Information Technology
- OGU128 Bachelor of Science in Biotechnology
- OGU170 Bachelor of Science in Medical Laboratory Science
- OGU171 Bachelor of Science in Industrial Chemistry
- OGU172 Bachelor of Science in Biochemistry
- OGU173 Bachelor of Science in Analytical Chemistry
- OGU179 Bachelor of Science in Counseling Psychology
- OGU181 Bachelor of Science in Microbiology
- OGU190 Bachelor of Science in Biology
- OGU156 Master of Science
- OGU184 Doctor of Philosophy in Science

## 5. SCHOOL OF HEALTH SCIENCES

- OGUP204 Diploma in Management and Control of HIV/AIDS
- OGUP29 Bachelor of Medicine and Surgery
- OGUP30 Bachelor of Science in Nursing
- OGUP32 Bachelor of Science in Environmental Health
- OGUP57 Master of Public Health and Epidemiology
- OGUP97 Doctor of Philosophy in Health Science

## 6. SCHOOL OF LAW

- OGUL95 Bachelor of Law
- OGUL100 Master of Law
- OGUL101 Doctor of Philosophy in Law

## 7. SCHOOL OF ENVIRONMENTAL STUDIES

- OGUN163 Certificate in Environmental Health
- OGUN36 Bachelor of Environmental Planning & Management
- OGUN38 Bachelor of Environmental Science
- OGUN39 Bachelor of Environmental Studies in Community Development
- OGUN76 Bachelor of Environmental Studies
- OGUN80 Bachelor of Science in Environmental Education
- OGUN50 Master of Environmental Studies
- OGUN85 Doctor of Philosophy in Environmental Science

## 8. SCHOOL OF ECONOMICS

- OGUK14 Bachelor of Economics
- OGUK16 Bachelor of Economics Planning & Management
- OGUK24 Bachelor of Economics and Statistics
- OGUK102 Master of Economics
- OGUK96 Doctor of Philosophy in Economics

## 9. SCHOOL OF ENGINEERING AND TECHNOLOGY

- OGUJ261 Diploma in Information Technology
- OGUJ264 Diploma in Computer Science
- OGUJ265 Diploma in Computer Engineering
- OGUJ17 Bachelor of Science in Computer Science
- OGUJ22 Bachelor of Science in Energy Engineering
- OGUJ26 Bachelor of Science in Computer Engineering
- OGUJ27 Bachelor of Science in Software Engineering
- OGUJ31 Bachelor of Information Technology
- OGUJ74 Bachelor of Science in Water Engineering
- OGUJ75 Bachelor of Science in Manufacturing Engineering
- OGUJ104 Master of Science Engineering
- OGUJ98 Doctor of Philosophy in Engineering and Technology

## 10. SCHOOL OF EDUCATION

- OGUE202 Diploma in Early Childhood Education
- OGUE203 Diploma in School Management
- OGUE205 Diploma in Gender Studies
- OGUE206 Diploma in Guidance and Counseling
- OGUE207 Diploma in Public Relations
- OGUE208 Diploma in Education
- OGUE209 Diploma in Journalism Management
- OGUE08 Bachelor of Library and Information Science
- OGUE23 Bachelor of Education in Home Economics
- OGUE34 Bachelor of Education in Library Studies
- OGUE35 Bachelor of Education in Arts
- OGUE40 Bachelor of Education in Science
- OGUE41 Bachelor of Education in Special Education
- OGUE49 Bachelor of Education in Guidance and Counseling
- OGUE78 Bachelor of Education in Counseling Psychology
- OGUE105 Bachelor of Philosophy in International Teacher Education
- OGUE42 Postgraduate Diploma in Education
- OGUE45 Postgraduate Diploma in Public Relations
- OGUE51 Postgraduate Diploma in Guidance and Counseling
- OGUE52 Postgraduate Diploma in Journalism and Mass Communication
- OGUE55 Master of Education
- OGUE65 Master of Library and Information Science
- OGUE83 Doctor of Philosophy in Education

## **11. SCHOOL OF HUMANITIES AND SOCIAL SCIENCE**

- OGUC168 Certificate in Japanese
- OGUC169 Certificate in German
- OGUC170 Certificate in French
- OGUC231 Diploma in Disaster Management
- OGUC233 Diploma in Management
- OGUC238 Diploma in Crime Prevention and Management
- OGUC241 Diploma in Gerontology
- OGUC01 Bachelor of Arts
- OGUC02 Bachelor of Arts in Human Resource Management
- OGUC05 Bachelor of Tourism(LOL)
- OGUC077 Bachelor of Arts in Counseling and Psychology
- OGUC50 Master of Arts
- OGUC61 Master in Foreign Trade
- OGUC59 Postgraduate Diploma in Human Resource Management
- OGUC64 Postgraduate Diploma in Management
- OGUC67 Postgraduate Diploma in Rural Development
- OGUC68 Postgraduate Diploma in Operations Management
- OGUC69 Bachelor of Arts in Gender and Development
- OGUC82 Doctor of Philosophy in Humanities

## **12. SCHOOL OF AGRICULTURE AND ENTERPRISE DEVELOPMENT**

- OGUA167 Certificate in Crop Improvement and Protection
- OGUA263 Diploma in Crop Improvement and Protection
- OGUA91 Bachelor of Science in Crop Protection and Improvement
- OGUA93 Bachelor of Science in Agriculture and Enterprise Development
- OGUA104 Master of Science in Agriculture & Enterprise Development
- OGUA99 Doctor of Philosophy in Agriculture and Enterprise Development



### **13. SCHOOL OF VISUAL AND PERFORMING ARTS**

- OGUM05 Certificate in Music
- OGUM240 Diploma in Fine Art
- OGUM15 Diploma in Music
- OGUM25 Bachelor in Music
- OGUM06 Bachelor of Art in Fine Art
- OGUM07 Bachelor of Art in Music
- OGUM46 Postgraduate Diploma in Music
- OGUM66 Master of Music
- OGUM88 Doctor of Philosophy in Music

### **14. SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT**

- OGUH01 Diploma in Hospitality Management
- OGUH02 Bachelor of Science in Hospitality Management
- OGUH03 Bachelor of Science in Hospitality and Tourism Management
- OGUH04 Post Graduate Diploma in Hospitality and Tourism Management
- OGUH05 Master of Science in Hospitality and Tourism Management
- OGUH06 Doctor in Hospitality and Tourism Management
- OGUH07 Bachelor of Science in Tourism Management
- OGUH08 Bachelor of Philosophy in Hospitality and Tourism Management
- OGUH09 Master in International Tourism Master Business Administration in Hospitality and Tourism.

**Omega Global University aims to have in the following institutes and research centers in the near future;**

- Institute for Community Ethnicity and Policy Alternatives (ICEPA);
- Institute for Logistics and Supply Chain Management (ILSCM);
- Institute for Sustainability and Innovation (ISI);
- Centre for Environmental Safety and Risk Engineering (CESARE)
- Centre for Strategic Economic Studies (CSES);
- Centre for Ageing, Rehabilitation, Exercise and Sport Science (CARES);
- Centre for Tourism and Services Research (CTSR);
- Centre for Telecommunications and Micro-Electronics (CTME); and
- Work-Based Education Research Centre (WERC).

# **STUDENTS AND STAFF**

The Omega Global University is proud to deliver courses, research and engagement activities that are locally relevant and globally significant. The University aims to inspire students to learn, and to provide a foundation for their careers and their effective participation in local and international areas. OGU is a major employer in Africa. The University aims to engage staff in a creative and rewarding learning community for the benefit of students, staff and other stakeholders.

## **VISION, MISSION, VALUES, STRATEGIC DIRECTIONS, AIMS AND OBJECTIVES**

### **Our Vision Statement**

Our Vision at Omega Global University is to deliver excellence in Kingdom Education, Training, Teaching and Learning and to be relevantly innovative to the current and future needs of our graduates, to get them ready to walk in dominion in every aspect of life “We Develop Generations!”

### **Our Mission Statement**

Our Mission at Omega Global University is to educate the whole person in spirit, mind and body, thereby preparing our graduates to be professionally competent servant leaders who are spiritually alive, intellectually alert, physically disciplined and socially adept. To synthesize the best practices of liberal arts, professional and graduate education with a Kingdom emphasis, enabling our students to go into every person’s world with the good news of the Gospel of the Kingdom and Kingdom life Restoration on earth.

### **Our Values Statement**

#### **Kingdom Distinctiveness**

We are a God centered University that upholds a Kingdom of God standard of life, striving to become service orientated leaders, ready to go into every person’s world with the good news of the Gospel of the Kingdom and Kingdom life Restoration on earth.

#### **Educating The Whole Person**

We strive to develop the whole person in spirit, mind, and body, thereby preparing our graduates to be professionally competent servant leaders who are spiritually alive, intellectually alert, physically disciplined, and socially adept Kingdom citizens.

## **Excellence With Integrity By Faith**

We strive as Kingdom citizens to operate with, and instill in our students, excellence with integrity by faith in all personal, academic, professional, and corporate endeavors.

## **Safe Caring Community**

We believe that all people have been created in the image and likeness of God deserves to be loved and respected. Therefore, we are committed to providing a safe, caring, and Godly environment which encourages unity in diversity as Kingdom citizens.

## **Our Strategic Directions**

By 2022 OGU will:

- Be a university leader in responding to the changing nature of work and the workplace in Africa and in our major international markets;
- Show strong Christian community values, underpinned by a commitment to social, cultural, environmental and economic sustainability;
- Blend ministerial. Theological, professional, vocational, conceptual and creative pursuits;
- Be characterized by meaningful engagement with enterprises and communities;
- Be an effective partner with other like mind universities in Africa; and
- Be a distinctive global university.

## **Our Aims and Objectives:**

The aims and objectives of the University as provided by the University constitution include:

- Development of an institution with excellence in teaching, training, research and scholarship, with particular emphasis on ministerial, theological, professional, technological development and applications of knowledge;
- Provision of high-quality educational, research, residential, social, recreational, sporting and other facilities;
- Promotion, advancement and transmission of knowledge and its practical application by research and other means;
- The dissemination by various means of the outcomes of research and the commercial exploitation of the results of that research;
- Provision of a wide range of programs and courses of study in post-secondary education, including courses of instruction or training relevant to a trade or other skilled occupation, and facilitation of articulation between programs;

- Participation in commercial ventures and activities;
- Conduct of teaching, research, consultancy and development activities within and outside Africa;
- Fostering of the general welfare and development of all enrolled students;
- Conferring of prescribed degrees and the granting of prescribed diplomas, certificates and other awards;
- Offering opportunities for development and further training to teaching and other staff of the University;
  
- Development and provision of Christian educational, ministerial, theological, cultural, professional, technical and vocational services to the community and, in particular the fostering of participation in post-secondary education for persons living or working in Africa;
- Provision of programs and services in ways that reflect the principles of equity and social justice;
- Development and carrying on of a university providing such appropriate and accessible academic and other programs, course of study and research activity as the Council considers necessary for the attainment of foregoing within Africa and elsewhere; and
- Promotion of critical inquiry within the University and general community.

#### **PROCEDURES FOR ELECTION OF THE CHANCELLOR IN SUCCESSION OF THE LIFE CHANCELLOR AT OMEGA GLOBAL UNIVERSITY**

The method by which a Chancellor is appointed is clearly outlined in University legislation and policy (the Policy for the Appointment of the Chancellor).

These authorities state that:

- a) The Council must elect or appoint a person (whether or not a member of the Council) to be the Chancellor of the University;
- b) A Search Committee is constituted and appointed by the Council to lead the appointments process. The Search Committee comprises primarily senior external members of Council and educational representatives on Council. The Committee may, at its discretion, also invite participation in its deliberations by up to two prominent members of the wider community;
- c) Council may decide to contract an external search consultancy to assist in the process;
- d) After a broad and intensive search the Search Committee shall bring forward to the Council a single candidate for election as Chancellor;
- e) In the process of bringing forward the name of a single candidate, the Search Committee will consult with each member of the Council as to his or her views on who that candidate should be and seek expressions of interest from potential candidates;

- f) Where a current Chancellor wishes to be considered for election, the Search Committee will make discreet inquiries of all Council members as to the desirability or otherwise of re-election; and
- g) In conducting its work the Search Committee will exercise discretion and total confidentiality with respect to the interests of potential candidates in being elected as the Chancellor.

## **THE ROLE OF THE CHANCELLOR AT OMEGA GLOBAL UNIVERSITY**

### **1. Introduction**

The Chancellor at Omega Global University is the Chairman of the University Council and plays a key leadership role in the governance of the institution, its direction and superintendence.

As the formal head of Omega Global University the Chancellor provides a focal point to ensure that the University reflects exemplary governance, complies with the University objects and that the University's mission, integrity and future strategic direction are of the highest standing.

The Chancellor reflects the University values in his interaction and activity. Since its inception in 2003, Omega Global University has had only one Life Chancellor, who is the founding father of Omega Global University:

### **2. Legislative Framework**

The Omega Global University legislation provides the authority for the establishment of the position of Chancellor (a position which cannot be held by a member of staff or enrolled student of the University). In addition this legislation prescribes that the Chancellor:

- a) is an ex-officio member of Council and is elected by all members of Council;
- b) is appointed for a term of two years on conditions determined by Council and may be re-appointed;
- c) is the Chairman of the University Council and has a casting and deliberative vote in situations where voting is equal;
- d) shall preside at any ceremonial occasion of the University (when available);
- e) by virtue of his office, shall be a member of, and may preside at any meeting of any academic unit, board, committee, or other body or unit established or constituted under the Act, or by or under a Statute or regulation, or by any resolution of the Council; and
- f) shall report to Council on the receipt of any declarations of interests from Council members.

### **3. Policy Framework**

The Omega Global University Council Policy and Procedure for the Appointment of a Chancellor outlines the procedures by which the Chancellor is appointed.

In addition, the following Council policies provide guidance to the Chancellor and members of Council in respect of their conduct, rights, duties and responsibilities as members of the University Council:

- a) Omega Global University Council Code of Conduct, Responsibilities and Protocols;
- b) Omega Global University Council Performance Management Policy;
- c) Omega Global University Council Professional Development Policy;
- d) Omega Global University Council Guidelines for the Selection and Appointment of the OGU Council Members; and
- e) Omega Global University Council Standing Orders for Council and Council Standing Committees.

### **4. Key Responsibilities of The Chancellor**

The Chancellor:

- a) will chair all meetings of Council (when available);
- b) is responsible for ensuring the efficient operation of Council in the performance of its governance role and for providing appropriate leadership to ensure that Council operates in an effective manner.

This may include:

1. promoting and reinforcing an understanding amongst Council members of:
  - The role of Council;
  - The role of individual Council members (including commitment to the OGU Council Code of Conduct, Protocols and Responsibilities); and
  - The differing roles of Council and University management.
2. Ensuring that there are mechanisms in place to assess the on-going performance of the University Council, its standing committees and individual Council members;
3. Ensuring that there is relevant and timely information, support and resourcing to assist Council members in performance of their fiduciary duties;
4. Fostering a sense of co-operation and cohesiveness amongst Council members;
5. Encouraging open debate, discussion and transparent Council decision making;
6. Reporting to Council on all relevant matters.
  - When available will preside at any ceremonial occasions of the University (including University graduations and other formal occasions);
  - Will develop an extensive and comprehensive knowledge of the University in order to carry out his/her role as Council Chairman and advocate for the University in the external arena;

- Will act as a signatory to official statutory reports of the University;
- Will carry out the responsibilities of the Chancellor outlined in University Council policy, particularly in relation to performance management and professional development;
- Will provide advice to the Council and Council Secretary on governance matters and facilitate communication and consultation with and between members of Council; and
- Will ensure appropriate management arrangements are in place during the absence of the Vice-Chancellor.

## **5. University Council Standing And Other Committees**

The Chancellor:

- a) is an ex-officio member of all University Council Committees and may preside at any of these meetings;
- b) is Chair of the following Council Standing Committees:
  - Council Chancellor's Committee;
  - Council Nominations Committee; and
  - Council Remuneration Committee;
- c) may be a Chair of Council working parties from time to time;
- d) is a member of the OGU Foundation.

## **6. Relationship With Council Members**

The Chancellor:

- a) will take a lead role in recommending new members of Council both to the State Government and the Council itself;
- b) will articulate and reinforce the role of Council members and provide support and wise counseling to individual members about governance matters;
- c) will take a lead role in Council succession planning and encourage members of Council to undertake key Council leadership roles;
- d) will be aware of the diversity of Council composition and recognize the value and encourage the contribution of all members;
- e) will take a lead role in the performance assessment evaluation processes of individual Council members; and
- f) will counsel members of Council who contravene the OGU Council Code of Conduct, Responsibilities and Protocols and contravene the prescriptions of the Omega Global University.

## **7. Relationship With Vice-Chancellor**

The Chancellor:

- a) will take a lead role on behalf of Council in appointing, supporting and advising his Deputy-Chancellor and the Vice-Chancellor and as such will promote a close and effective working relationship between the Chancellor, Deputy-Chancellor, Vice-Chancellor and Council;
- b) is cognizant of the difference between governance and management within the University, reflected in the varying roles of the Chancellor, his Deputy-Chancellor and Vice-Chancellor;
- c) by virtue of chairing the University Council's Remuneration Committee, will take a lead role in determining the remuneration and conditions of service of the Vice-Chancellor and reviewing of his/her performance annually;
- d) will provide wise and confidential counsel to the Vice-Chancellor and encourage frank communication on all issues concerning the wellbeing of the University;
- e) is kept fully informed by the Vice-Chancellor of major developments, progress on important initiatives and significant issues facing the University; and will consult with the Vice-Chancellor on a range of formal and informal matters

## **8. External Relationships**

The Chancellor:

- a) promotes the interests and ethos of the University at various meetings and functions in Africa and overseas and less formally represent the interest of the University in the political, cultural and business life of the wider community and with key stakeholders.
- b) plays an active and important role in fostering external relations, providing a high-level bridge to government, political, cultural and business life of the community at large, in consultation with the Vice-Chancellor;
- c) represents the University at various national and international functions; and
- d) represents the University at various relevant national bodies, such as the Chancellors Council.

## **9. Professional Attributes of A Chancellor**

The Chancellor:

- a) will display eminence in a chosen vocation, profession or public endeavor;
- b) will have a significant, positive, recognized and respected public profile
- c) will be of sufficient public stature that his appointment will add value and status to Africa University;
- d) will have established external networks at senior levels in the public and private sector, together with the skills and capacity to promote and represent the interests of the University at the highest levels of political, social and economic life;



- e) will have a comprehensive and sound understanding of the relationship between corporate governance and management and the ability to lead an effective Council and to add significant value to its deliberations and decision-making capacity. In addition the Chancellor will display strong chairing skills for a large and diverse Council;
- f) will have an understanding of the qualities required for excellence in teaching, training, research and scholarship, and an appreciation of the multi sector nature of the University;
- g) will have an understanding of the external environment in which universities operate, including their interactions with governments, the public sector, business and industry.

## **10. Personal Attributes of A Chancellor**

The Chancellor will:

- a) be a leader with high level interpersonal skills, who has the capacity to create confidence, inspire and work constructively and collaboratively to develop the University and its Council;
- b) have a reputation for integrity, impartiality and objectivity;
- c) have a commitment to the University, its mission, objects and strategic aims, including the ability to be a credible advocate for OGU 's social inclusion agenda to serve diverse communities in Africa and beyond and broaden student life and employment opportunities;
- d) have the ability to fulfill statutory and ceremonial functions of the office with confidence and dignity;
- e) have the capacity to devote the time necessary to fulfill the obligations of office throughout the year and be committed to serving fully and effectively for his term of office.

## **11. Conditions And Benefits**

The position is entitled to an annual remuneration set by the Board of Regents in consultation with the University Council. In 2012 the remuneration was suggested to be \$???? per annum. In addition, the expenses of office are reimbursed. Administrative support and facilities will be available when required

# **Omega Global University Duties and Responsibilities of the Vice-Chancellor for Academic Affairs**

## **A. Summary**

At Omega Global University, the Vice Chancellor for Academic Affairs advises and assists the Chancellor and provides leadership to the academic and academic-related units of the university. Among the many responsibilities of the position, the Vice Chancellor does the following;

1. Oversees academic planning, academic program review, and curriculum development.
2. Maintains liaison with other campuses of the Omega Global University system and with such external groups as the Legislature of the States where the University is established.
3. Coordinates with the accreditation liaison officer to the Ministry of Education and other bodies that accredits the university.
4. Supervises the Deans of all the OGU Schools, Faculty and the Director of Library, evaluating and approving their recommendations for faculty hiring, promotion, and tenure.
5. Supervises budget preparation for the academic and academic-related programs, allocating and reallocating funds and resources to and from these programs with the help of the Board of Regents.
6. Provides leadership in creating and maintaining academic standards and policies.

## **B. Major Functions**

As part of the senior leadership in the Chancellor's Office and Board of Regents, the Vice Chancellor for Academic Affairs provides the executive leadership in assisting the Chancellor, Board of Regents, Senate and Council in the overall planning, organizing, and controlling of the academic program areas. Serves as the principal assistant and advisor to the Chancellor and senior leadership in all academic matters. Develops and plans institutional and academic programs, budgeting and resource allocation; supervises staff development programs, federal grant program administration; monitors personnel actions and transactions; and participates in academic personnel policy development and negotiation.

### **Amount Function**

25% Academic Administration: provides leadership in all academic matters; initiates, participates in and supervises academic planning; oversees academic program reviews and curriculum development; maintains liaison with other OGU campuses, external groups and agencies on academic programs (e.g., State Legislature, and the Ministry of Education); serves as academic liaison officer with these and other bodies.

15% Personnel administration and development: supervision of personnel reporting to this position; evaluate and approve as delegated their recommendations for new/reallocated faculty, professional and support staff in the University's academic and academically-related programs; oversight of faculty and professional staff development.

15% Personnel evaluation: evaluate administrators reporting to this position; review and recommend action on applications for faculty and staff promotion and tenure; review and recommend merit, market and equity salary adjustments for academic administrators, faculty and staff.

20% Fiscal administration: supervises the budget preparation of the academic and academic-related programs for submission to the Budget and Allocation Committee; allocates and reallocates funds and resources (personnel, space, etc.) as appropriate to/from academic and academic-related cost centers.

15% General administration: preparation of reports, correspondence, etc.; coordination of academic and academically related programs with administrative affairs, and university relations; attendance at meetings; supervision of academic and academically-related Deans and Directors oversight of grant applications; and supervision of academically-oriented centers and projects.

10% External relations: consulting with groups relevant to the University; serving on advisory boards, assisting in University fund-raising efforts. The Office of the Vice Chancellor for Academic Affairs at the Omega Global University was defined by the Founding Chancellor, Professor Vusumuzi Nehemiah Sibiyi and approved by the Board of Regents in 2014.

### **C. Definition**

This is executive administrative work in planning, developing, organizing, directing and evaluating academic programs, policies, procedures and guidelines. Such work involves providing overall leadership, direction and control in all academic areas;

Directing faculty - administrators in the evaluation and review of academic programs and curriculum development;

Implementing Board policies and procedures relating to academic programs; exercising seasoned judgment in determining the means, methods and resources necessary to achieve academic goals and objectives;

Serving as academic liaison with various state and federal academic educational boards, system wide of Omega Global University offices, Legislature, etc.;

Overseeing faculty appointments, promotion and tenure recommendations made by college deans; Recommending approval for salary adjustments for faculty and subordinate staff in accordance with University policies, procedures, collective bargaining unit agreements, etc.; Recommending budget proposals for academic related programs; Allocating and reallocating funds and resources; etc.

This position in this class serves as the chief academic advisor to the Honorable Chancellor and senior leadership for the Omega Global University on all academic issues and formulating academic policy proposals for consideration by the Board of Regents.

Work involves considerable contact with senior executives, administrators, Board of Regents, legislators, state executives and representatives of the community.

Therefore, this work requires a great oasis of knowledge in academic programs and academic program planning and evaluation techniques and the ability to interpret and apply administrative policy statements to a variety of unrelated situations, to conduct and prepare program analyses, to communicate effectively, and the ability to establish effective working relations with a variety of personnel. Work is reviewed by the Chancellor and senior leadership for program results achieved.

### **OMEGA GLOBAL UNIVERSITY RESPONSIBILITIES OF THE REGISTRAR'S OFFICE**

A. To provide quality student service which says to students, "We Care And We Deliver", in the area of registration, tuition assessment and academic records, and to ensure the confidentiality and accuracy of student records based upon our Vision, Mission and Values as a Kingdom Christian University, We Develop Generations!;

1. To coordinate the Student Information System, conduct Preregistration, Completion, Registration and Drop/Add. Coordinate the Student Information System and new student technology initiatives for the Main Campus and across all the Omega Global University.
2. Ensure compliance with Student Records Policy
3. Record transfer credit, advanced placement, study abroad work, thesis titles, comprehensive examination results and grade changes
4. Charge and credit tuition and associated fees thereof
5. Assign operator security profiles to Student Records users and monitor the system to prevent unauthorized access to computer records
6. Register and report grades for Consortium students.

B. To demonstrate the University's commitment to thoughtful treatment of its students, past and present, through the timeliness and accuracy of the transcripts system.

1. Produce and mail transcripts
2. Store and preserve academic records and inactive student folders
3. Process grades and produce transcripts for non-credit students
4. Retain copies of course descriptions.

C. To insure good order and an atmosphere conducive to academic activity by producing timely and accurate statistics, class rosters, grades, certifications and other reports, and by serving as a "watch dog" for academic policies;

1. Produce official student lists, reports, statistics
2. Publish the Student Directory
3. Validate ID Cards
4. Prepare Core statistical reports
5. Certify veterans and provide information concerning important programs
6. Certify student enrollment
7. Generate ad hoc lists, labels, statistics from administration office
8. Process ID number changes, changes of school, name and address.
9. Interpret and enforce academic regulations
10. Collect grades from faculty
11. Record grades, produce and mail grade reports
12. Produce Rank-in-class reports
13. Order Diplomas from tentative lists prepared by deans
14. Monitor lists of graduates
15. Rank undergraduates for graduation
16. Organize student participation in Commencement.

D. To produce class and examination schedules which, as much as possible, serve the needs and preferences of Omega Global University faculty, students and to insure that the condition of the classrooms meets the needs of quality instruction. To assist the faculty in its teaching through the administration of the teacher evaluation process;

1. Prepare, publish, distribute class and examination schedules
2. Assign classrooms: all semesters
3. Reserve classrooms for special meetings, etc.
4. Monitor classroom conditions
5. Plan for provision of a sufficient number of technologically sophisticated and aesthetically-pleasing general purpose classroom
6. Plan and direct classroom improvement projects
7. Administer the Teacher Evaluation System.
8. Plan and coordinate the Schedule of Classes to insure that all curricular needs are met while responding to the preferences of faculty and students.

## **THE OMEGA GLOBAL UNIVERSITY COUNCIL**

### Council Composition

The composition of Council is determined by the Omega Global University of constitution. The Act specifies that the Council will consist of 22 members and comprise a mix of 'internal' and 'external' members, ex-officio, appointed and elected positions. That is:

1. Ex-officio Council members

The Chancellor, the Deputy-Chancellor, the Vice-Chancellor and Chairman of the Senate(Education and Research Board} are members of Council as a result of their prescribed office.

2. Internal Council members

Three internal members of Council are elected from academic staff from the Higher Education sector, and general staff from the University.

Two student members of Council are elected from the Higher Education student body.

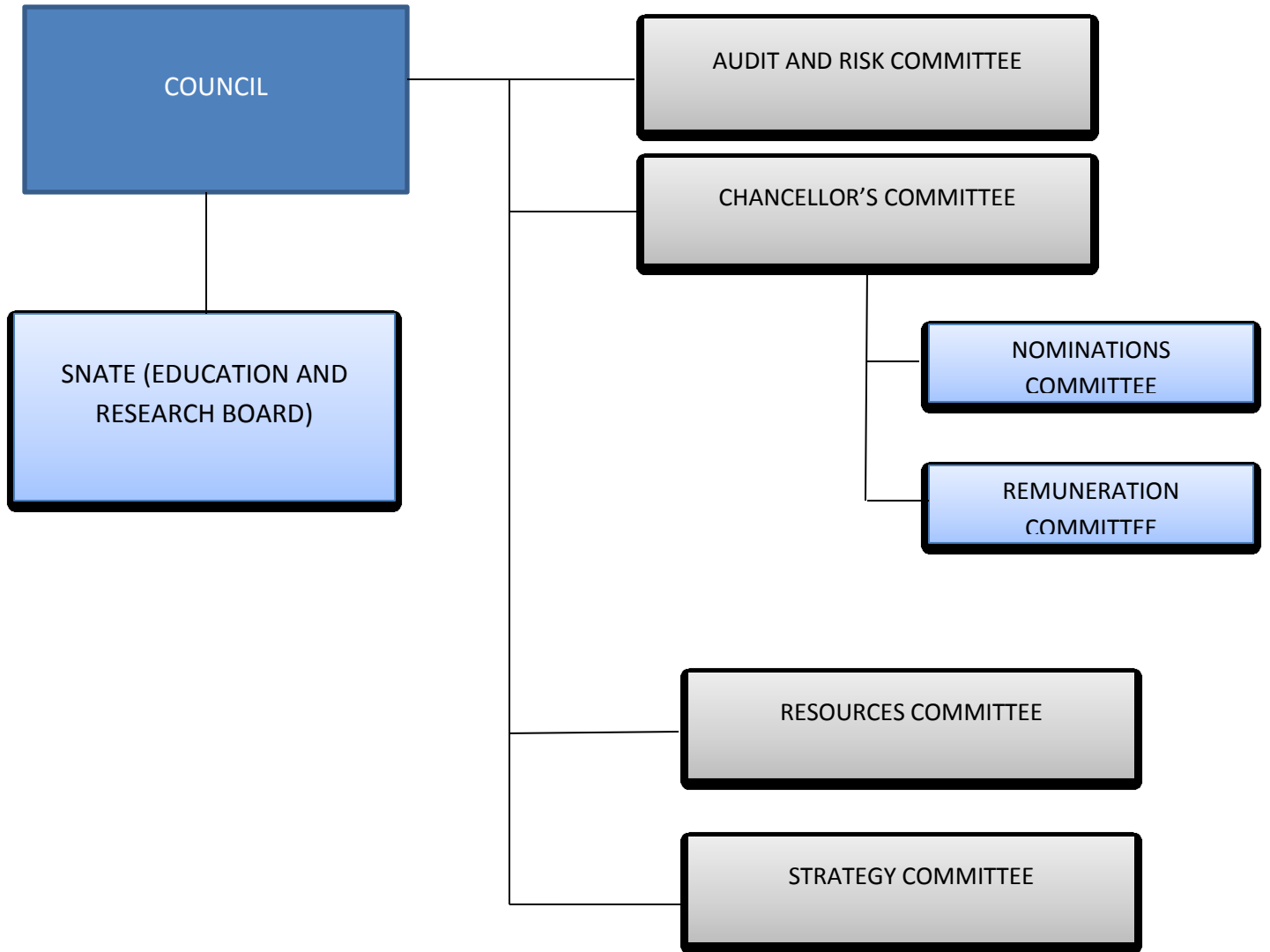
3. External Council members

Thirteen external members are drawn from business, industry, the professions, other universities, the local community and State Government authorities. Within this group:

- Six external members are appointed by Council;
- Six are appointed by the State Government; and
- One is the Ministerial representative of the State Government.

Council members hold office from between one to three years, depending on their category of appointment. Council members are generally eligible for re-appointment.

# COUNCIL AND ITS STANDING COMMITTEES



## **THE ROLE AND RESPONSIBILITIES OF THE COUNCIL**

Omega Global University Council is responsible for the direction and superintendence of the University.

The primary responsibilities of Council include accountability, promotion and advocacy. The Council is accountable:

1. Directly and indirectly with respect to contracts;
2. For funds provided (from Students Fees Payment, Commonwealth and/or State);  
and
3. For activities that Omega Global University undertakes.

The Council is therefore broadly accountable to the State and Commonwealth Governments, staff, students, donors, industry and business partners, and contractors.

In general the Council must be confident that there are systems in place which will ensure funds are expended for the purposes for which they have been allocated, and to achieve value for money by focusing on effectiveness and efficiency.

It must ensure that the University direction and actions are consistent with the University objects contained within the Omega Global University constitution, including establishing links between the University and the wider community.

In particular the Council must report annually:

- to the State Government, via the University Annual Report, on matters of legal compliance, annual achievements and the fiscal state of the institution; and
- to the State Government, via the University management, on the University's implementation of performance agreements (incorporating matters pertaining to student load, expenditure of received funds, staffing and research matters).

### Strategic planning responsibility

The Council approves the University's mission and broad strategic framework within which the Vice-Chancellor, as Academic Executive Officer, and senior managers responsible to the Vice-Chancellor, can operate.

It also monitors the implementation of major strategic plans and directions as part of its overall role.



The Council also approves the Annual University Budget, which is linked to the University Strategic Plan.

Legal/risk management responsibilities Council, in collaboration with the Vice-Chancellor and senior management, is responsible for oversight of the University's risk management program. To this end, Council reviews and assesses the University's policies and procedures in order to identify, assess and manage financial, legal, ethical, safety and reputational risks to the University.

This is primarily achieved through:

- comprehensive reporting to the Council's Audit and Risk Committee and the consequential auditing of the University's Risk Management Framework; and
- reporting and advice to Council and the Chancellor by the University General Counsel on matters of legality and risk

### **Appointment And Performance Monitoring Responsibilities**

The Council is responsible for the appointment of the Vice-Chancellor and monitors his performance. This occurs on an on-going basis via continual reports to Council and its standing committees and more formally, via the Council's Remuneration Committee.

The Council oversees and reviews the management of the University and its performance.

To facilitate this process:

- Council has endorsed key performance indicators relating to the implementation of the Strategic Plan and conducts regular reviews on the achievement of these KPIs.
- Council monitors the management of many additional resource, strategic, and compliance matters through scheduled monthly or annual reporting to the Council's standing committees.

The Council reviews its own performance via major activities that are listed in its policy, Performance Management for Members of Council. The policy allows for the setting of annual performance objectives, monitoring of standing committee business, a comprehensive review of Council every three years and an evaluation of the performance of individual Council members.

## **Responsibility To Establish Policy And Procedural Principles**

Council is responsible for ensuring that the University and the Council have established policies and procedures that are consistent with legal requirements and community expectations.

In implementing this primary responsibility the Council:

- approves when required, new and amended University legislation, incorporating both statutes and regulations;
- formulates its own standing orders and approves policy directly relevant to Council operation and effectiveness;
- oversees the development of a policy framework within the University, via a delegation to the Vice-Chancellor to approve policy, with the additional requirements of annual reporting;
- ensures that the members of Council are aware of their duties as Council members and sanctions for breaches of these duties (via Council induction and an annual published Council guide);
- ensures that the institution has in place a system of delegations to facilitate the effective discharge of primary responsibilities;
- ensures the University's compliance with external legislation such as the Equal Opportunity Act, the Occupational Health and Safety Act, the Planning and Environmental Act, the FOI Act and the Whistleblowers Act; and generally oversees the University's compliance with the National Governance Protocols.

## **Overseeing And Monitoring Academic Activities Responsibility**

The Council is required to oversee and monitor the academic activities of the University and does so through:

- requiring, at least annually, a report from the Education and Research Board on academic matters;
- a delegation to the Vice-Chancellor, making policies and procedures with respect to any academic award, program or course of the University; and declaring courses details offered by the University after considering any advice, opinions and recommendations from the Education and Research Board;
- requesting regular reports from the Vice-Chancellor on Omega Global University's academic activities;
- approving the conferral of student theses; and

- pursuant to advice from relevant bodies, establishing and disestablishing faculties and schools.

### **Financial Performance/ Accountability**

The Council must approve and monitor systems of control and accountability, including a general overview of any controlled entity. It must also approve significant commercial activities of the University.

It does this via:

- regular reporting to the Resources Committee on finance, resources, capital and commercial activities;
- regular reporting to the Resources Committee on the University's controlled entities;
- approving of the University Annual Budget;
- approving (by delegation to the Deputy Vice-Chancellor – Capital and Management) student fees and charges;
- approving the borrowing or investment of monies;
- approving of the purchase and disposal of property, including the leasing of University land; and
- determining that the University's formation or participation in a company, corporation, partnership association or joint venture is in the best interests of the management or conduct of affairs of the University.

### **MEMBERSHIP OF THE COUNCIL 2014**

The Life Chancellor and Council Chairman: Prof. VN Sibiya

The Deputy- Chancellor and Council Vice-Chairman:

The Vice-Chancellor and Senate Chairman:

The Deputy Vice-Chancellor:

Three persons elected by the Senate (Education and Research Board):

Two persons elected by and from the students enrolled at the University:

Six persons appointed by the Governor-in-Council:

One person appointed by the Ministry of Education:

Six persons appointed by the Council:

## 1. OGU Organization of The Academic Senate

The Academic Senate shall consist of the Chancellor, Deputy Chancellors, Vice Chancellors, Deans, Directors of academic programs, the chief admissions officer on each campus and in the Office of the Chancellor, registrars, the University Librarian on each campus of the University, and each person giving instruction in any curriculum under the control of the Academic Senate whose academic title is Instructor, Instructor in Residence; Assistant Professor, Assistant Professor in Residence, Assistant Professor, Associate Professor, Associate Professor in Residence, Acting Associate Professor; Professor, Professor in Residence, Professor or Acting Professor; full-time Lecturer with Potential for Security of Employment, full-time Senior Lecturer with Potential for Security of Employment, full-time Lecturer with Security of Employment, or full-time Senior Lecturer with Security of Employment; however, Instructors and Instructors in Residence of less than two years' service shall not be entitled to vote.

Members of the faculties of professional schools offering courses at the graduate level only shall be members also of the Academic Senate,

but, in the discretion of the Academic Senate, may be excluded from participation in activities of the Senate that relate to curricula of other schools of the University. Membership in the Senate shall not lapse because of leave of absence or by virtue of transference to any status.

The Academic Senate shall determine its own membership under the above rule, and shall organize, and choose its own officers and committees in such manner as it may determine.

The Academic Senate shall perform such duties as the Board may direct and shall exercise such powers as the Board may confer upon it. It may delegate to its divisions or committees, including the several faculties and schools, such authority as is appropriate to the performance of their respective functions.

## **2. OGU Duties, Powers, and Privileges of the Academic Senate**

The Academic Senate, subject to the approval of the Board of Regents, shall determine the conditions for admission, for certificates, and for degrees other than honorary degrees. It shall recommend to the Chancellor all candidates for degrees in course and shall be consulted through committees appointed in such manner as the Chancellor may determine in connection with the award of all honorary degrees.

The Academic Senate shall authorize and supervise all courses and curricula offered under the sole or joint jurisdiction of the departments, schools, graduate divisions, or other University academic agencies approved by the Board of Regents, except that the Senate shall have no authority to change the curriculum of a professional school until such change shall have been submitted to the formal consideration of the school and/or faculty concerned.

The Academic Senate shall determine the membership of the several faculties and schools, provided its approved by the Board of Regents, shall determine their own form of administrative organization, and all Professors, Associate Professors, Acting Professors, Acting Associate Professors, and Assistant Professors, and all Instructors of at least two years' service shall have the right to vote in department meetings.

The Academic Senate is authorized to select a committee or committees to advise the Vice Chancellor concerning a campus budget and to select a committee or committees to advise the Chancellor concerning the University budget.

The Academic Senate shall have the right to lay before the Board of Regents, but only through the Chancellor, its views on any matter pertaining to the conduct and welfare of the University.

The Academic Senate is authorized to advise the Chancellor and the Vice Chancellors concerning the administration of the libraries of the University.

The Academic Senate is authorized to select a committee or committees to approve the publication of manuscripts by the Omega Global University Press.

## **OGU Foundation**

As part of his role, the Chancellor is an ex officio member of the OGU Foundation.

The OGU Foundation supports Omega Global University in its mission to transform lives through the power of Kingdom education.

The current Directors of the OGU Foundation are (10) Members:

**To be formally established soon**