

# RECORDER NO. 38

POST-RETIREMENT CONTRACT POLICY

PUBLISHED BY AUTHORITY  
POLICY NUMBER: HRP X1/2021



VALLEY VIEW UNIVERSITY

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# CONTENT

INTRODUCTION	3
POLICY STATEMENT	3
ELIGIBILITY	3
CRITERIA	4
PROCEDURE	4
THE APPLICATION DOSSIER	5
CONDITIONS FOR RE-ENGAGEMENT	5
TERMINATION	6
REFERENCES	6

## **INTRODUCTION:**

As with many tertiary institutions, the need for qualified and experienced personnel to move Valley View University towards the realization of the vision of the institution occasionally arises. This sometimes makes it necessary to engage the services of certain caliber of workers for a specific duration. These may include Adjunct Lecturers, Visiting Lecturers, and Retirees.

This policy provides guidance on re-employment of employees who have retired from Valley View University. The guidance provided applies to faculty, staff, and merit positions at Valley View University.

## **POLICY STATEMENT:**

The University participates in a retirement program administered by the Seventh-day Adventists Church (West-central Africa Division – WAD). It is funded by the University for its Seventh-day Adventist employees and provides benefits in addition to the state Social Security program. This retirement plan recognizes years of denominational service as explained in the General Conference policy and counsel concerning retirement

Valley View University does not restrict employment of persons retiring from employers other than Valley View University except persons precluded by law.

All employees seeking re-employment shall undergo a background investigation as with all other forms of employment at Valley View University. The re-employment of retired member of a regular fulltime faculty/staff does not reinstate the member's regular fulltime status.

Retirees seeking employment at Valley View University may be engaged under the following circumstances:

- **Open Recruitment.** A retired employee may be engaged upon application for a position offered through open recruitment.
- **Casual Hourly Employment.** A retired employee may be re-employed for temporary or intermittent service as a casual hourly employee.
- **Contract Term Employment.** A retired employee may be offered a contract for a specific period of time. In most cases it is for a year but can be renewed after the term expires depending on the requirement. In a fixed-term employment, the employee shall not be on the payroll of the University.

## **ELIGIBILITY:**

The University Council shall approve all requests for post-retirement contracts whilst the University Appointments and Promotions Committee shall approve casual and/or hourly post-retirement appointments. Post Retirement contracts are normally available to members of the

professorial rank and their analogous in administration. Part-Time appointments are made for persons with relevant experience. In this regard, casual and/or hourly post-retirement appointments at the Lecturer level should be discouraged.

## **CRITERIA**

Criteria for consideration of application include but are not limited to:

1. The objectives (key performance indicators)
2. Courses one is going to teach and at what level (Graduate/undergraduate)
3. Supervision of project work
4. Introduction of new projects and/or programs
5. Need for completion of an on-going project
6. Track record in fund raising

## **PROCEDURE:**

Applicant shall submit a fresh application as though he or she was applying for an appointment in the University for the first time. The application should indicate clearly the post for which he or she would like to be considered. If the application is for a higher grade than the one retired on, the normal procedure for appointment shall apply. Where the same grade of post as the one retired on is applied for, the Appointments and Promotions Committee shall use its discretion to decide whether or not reports from referees or external assessors should be a necessary condition.

- The Registrar in the first instance shall receive all applications for post-retirement contracts and shall share same with the relevant Department through the Human Resources Directorate.
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- The relevant Dean shall forward the dossier and the relevant extracts of the minutes covering the meeting of Faculty/School Board to the University Appointments and Promotions Committee through the Human Resources Directorate for further processing.
- The University Appointments and Promotions Committee shall receive all applications not later than three months preceding the academic year in which the appointment is to be made.
- The Appointments and Promotions Committee shall then recommend the post-retirement list for Council's approval and approve the requests for casual and/or hourly post-retirement appointments.
- The summarized lists to be submitted for the consideration of the University Appointments Committee by the Faculty/School shall have the following headings:
  - Department;
  - Candidate Recommended;
  - Age/Date of Birth;
  - Rank/Status;
  - Number of Students;

- Number of Lecturers;
- Lecturer/Student Ratio;
- Course Code and Title of Course; • Justification for Recommendation; • Decision of Faculty/School.

## **THE APPLICATION DOSSIER**

- Cover letter from Head of Department showing justification for the request, number of lecturers at post in that discipline and work to be assigned;
- Assessment of Previous Work (If applicable);
- A mentorship plan in the case where introduction of new projects and/or programs, or need for completion of an on-going project is made the basis for employment; and
- Applicant's Letter of Application; Relevant Certificates, and Full Curriculum Vitae. The abridged versions may be accepted in the case of requests for renewals of contract.

## **CONDITIONS FOR RE-ENGAGEMENT**

Re-engagement of a retired Senior Member shall be subject to the following conditions:

1. Re-engagement on contract beyond the compulsory retiring age may be recommended by the Faculty Appointments Review Committee on evidence of:
  - Continuing professional activity, with particular reference to continuing participation in the teaching/supervision of graduate students;
  - Unavailability of staff in a critical area of specialization, there being no prospect of immediate recruitment.
2. Such persons so re-appointed shall normally be of at least Associate Professor or analogous grade.
3. The appointment of post-retirement staff shall be made on a year-to-year basis up to 3 years in the case of an Associate Professor and up to 5 years in the case of a full Professor.
4. Staff who are re-engaged after retiring at age 65 shall be entitled to their pension benefits and to salary for the work they are engaged to do. They are also entitled to a twelve and a half percent basic salary gratuity at the end of each contract year.
5. A Senior Member engaged immediately after compulsory retirement may be allowed a maximum period of nine months' stay in university accommodation after which the house must be vacated.
6. Normally, a Senior Member on post-retirement contract shall not encumber an administrative position.
7. Retired Professors on contract appointment may serve on the Academic Board and

the Faculty Boards as non-voting members. They are not eligible for appointment or election onto statutory Boards / Committees.

8. In all cases, consideration of the application shall depend on the availability of vacancies, the circumstances under which the Senior Member vacated his/her post and consultation with the Head of his/her department. A report from the applicant's last place of work shall be required.
9. The Vice-Chancellor may, in exceptional circumstances, make post-retirement contract appointments of Senior Members below the rank of Associate Professor, for very specific duties.
10. There shall be no assumption of duty unless a recognized medical practitioner certifies at a pre-employment examination that the employee is in good health and is medically fit for the work assigned to the employee.

## **TERMINATION**

The post retirement contract engagement of a Senior Member may be terminated based on two (2) written notices of poor performance as determined by the Performance Appraisal Report following assessment by the Head of Department. The Senior Member would have signed the appraisal form as evidence of the appraisal having taken place. Should a Senior Member be unwilling to sign, the Head shall make an appropriate report of this unwillingness to endorse the appraisal form and submit same to the Dean or next superior authority. The Senior Member shall be notified of the termination of appointment or contract at least SIX months to termination date.

## **REFERENCES**

1. Excerpt of Minutes of 39th VVU Council meeting held on Sunday, September 8, 2019.
2. Iowa State University Appointments Policy.
3. University of Ghana Basic Laws, 2012.
4. University of Ghana Procedures and Requirements for Recruitment and Placement of Senior Members (Academic), January 2015.







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