



STATUTES OF THE COPPERBELT UNIVERSITY

2024

STATUTE IV

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STATUTE IV
OFFICE BEARERS

1. Chancellor

- (1) There shall be a Chancellor for the University who shall be the titular head of the University.
- (2) The Chancellor of the University shall preside at all ceremonial assemblies of the University and shall, in its name, confer all degrees, diplomas, certificates, and other academic titles and distinctions of the University.
- (3) The Chancellor shall be kept fully informed by the Chairperson of the Council and the Vice-Chancellor concerning the general conduct of the affairs of the University and shall be furnished with such information as the Chancellor may request on any particular matter relating to the affairs of the University.
- (4) The Chancellor of the University shall be appointed by the President of the Republic of Zambia on the recommendation of the Minister, from among eminent Zambian citizens.
- (5) A person appointed as Chancellor of the University shall hold office for a period of five years and may be re-appointed for a further like period.
- (6) The Chancellor of the University may resign upon giving one month's notice in writing to the President of the Republic of Zambia.
- (7) A person holding the office of Chancellor of the University may be removed by the President of Republic for inability to perform the functions of the

office, whether arising from infirmity of body or mind, or for behavior which is incompatible with the office of Chancellor.

2. Vice-Chancellor

- (1) There shall be a Vice-Chancellor for the University, who shall be the academic, financial and administrative head of the University and who shall, where the Chancellor is unable to do so, preside at the ceremonial assemblies of the University and confer all degrees, diplomas, certificates, and other academic titles and distinctions of the University.
- (2) The Vice-Chancellor shall be appointed by the Minister, on the recommendation of the Council of the University.
- (3) A person appointed to the office of Vice-Chancellor of the University shall hold office on such terms and conditions as shall be specified in that person's letter of appointment, for a period of five years but may be eligible for reappointment for a final term of five years.

3. Deputy Vice-Chancellors

- (1) There shall be a Deputy Vice-Chancellor responsible for academic affairs – DVC (A) and a Deputy Vice-Chancellor responsible for research and innovation – DVC (R).
- (2) A Deputy Vice-Chancellor shall be appointed by the Minister, on the recommendation of the Council.
- (3) The DVC (A), under the direction of the Vice Chancellor, shall provide academic leadership ensuring continuous excellence and innovation in the

ongoing and new academic activities of the University including strategic planning, policy development, curriculum development, quality assurance and reviews.

- (4) The DVC (A) shall be the Secretary to the Senate.
- (5) The DVC (R), under the direction of the Vice-Chancellor, shall provide leadership, strategic direction and oversee the development and implementation of the University's strategic goals in the area of research, innovation, grants, and partnerships to ensure there is a strong research and innovation steer across the core activities of the University including consultancy, commercialization, and industrialization.
- (6) A Deputy Vice-Chancellor shall act in the place of the Vice-Chancellor when the office of Vice-Chancellor is vacant or the Vice-Chancellor is for any reason absent or otherwise unable to perform the functions of the Vice-Chancellor.
- (7) A person appointed to hold the office of Deputy Vice-Chancellor shall hold office, on such terms and conditions as shall be specified in that person's letter of appointment, for a period of four years but shall be eligible for reappointment for a further like term.
- (8) Where a Deputy Vice-Chancellor is absent from office or is unable for any reason to perform the functions of the office, the Council may appoint a senior member of the academic staff of the University who is a Dean of a school, Director of an institute or a professor, to perform the functions of the Deputy Vice-Chancellor.

4. Search Committee

- (1) The Council shall, in consultation with the Minister, for the purposes of paragraphs 5 and 6 of the third schedule of the Act which provide for the appointment of the Vice-Chancellor and a Deputy Vice-Chancellor respectively, constitute an *ad hoc* search committee of the University consisting of seven members who have experience in the administration, management and academic life of higher education institutions.
- (2) The Council shall appoint the Chairperson and Secretary of the search committee.
- (3) The Council shall appoint the members of the search committee on such terms and conditions as it may determine.
- (4) A search committee shall: -
 - (a) advertise, locally and internationally, the post of Vice-Chancellor and Deputy Vice-Chancellor whenever the posts fall vacant; and
 - (b) select, from among the applicants, the candidate for a post of Vice-Chancellor or Deputy Vice-Chancellor and submit a recommendation to the Council.
- (5) A search committee shall determine its own procedure.
- (6) There shall be paid to the members of a search committee such allowances as the Council may, in consultation with the Minister, determine.

- (7) The Council shall pay the expenses incurred by a search committee in the performance of its functions.
- (8) A search Committee shall conclude its work and present its report to Council within six months of its appointment.

5. Absence from Office – Vice-Chancellor, Deputy Vice-Chancellor

Where the Vice-Chancellor and both Deputy Vice-Chancellors are absent from office at the same time or are unable for any reason to perform the functions of the Vice-Chancellor or a Deputy Vice-Chancellor, the Council may appoint, on such terms and conditions as it may determine, a senior member of the academic staff of the University who is a Dean of a school, Director of an institute or a professor, to perform the functions of Vice-Chancellor or Deputy Vice-Chancellor.

6. Removal of Vice-Chancellor and Deputy Vice-Chancellor

(1) Where the Council has reasonable grounds to believe that the Vice-Chancellor or a Deputy Vice-Chancellor should be removed from office on grounds of misconduct (which shall include violation of the University Code of Conduct) or inability to perform the functions of the office, the Council shall on the advice of a joint committee constituted under paragraph (8) of the third schedule of the Act, recommend to the Minister the removal of the Vice-Chancellor or a Deputy Vice-Chancellor, as the case may be.

(2) The Council shall, where for purposes of subparagraph (1) it becomes necessary to do so, constitute an *ad hoc* joint committee which shall conduct an inquiry into the removal of the Vice-Chancellor or a Deputy Vice-Chancellor.

- (3) The Council shall appoint the Chairperson of the *ad hoc* joint committee constituted under subparagraph (2).

7. Registrar

There shall be a Registrar for the University appointed by the Council, on such terms and conditions as the Council may determine, who under the direction of the Vice-Chancellor, shall be responsible for legal services, public relations, employee relations, corporate governance and corporate secretarial services relating to meetings of Council and committees of Council and the general administration and custody of the University's assets.

8. Chief Financial Officer

There shall be a Chief Financial Officer for the University appointed by the Council, on such terms and conditions as the Council may determine, who under the direction of the Registrar, shall be responsible for the financial planning and general administration of the finances of the University in such form and manner as may be determined by the Council.

9. Chief Librarian

There shall be a Chief Librarian for the University appointed by the Council, on such terms and conditions as the Council may determine, who under the direction of the Vice-Chancellor, shall be responsible for the development, control, management and coordination of library services in the University.

10. Dean of Students

There shall be a Dean of Students for the University appointed by the Council on such terms and conditions as the Council may determine, who under the direction of the Vice-Chancellor, shall be responsible for the management of students' affairs.

11. Chief Internal Auditor

There shall be a Chief Internal Auditor for the University appointed by the Council on such terms and conditions as the Council may determine who shall, under the functional direction of Council and the administrative supervision of the Vice-Chancellor, be responsible for the internal audit function in accordance with the Public Finance Management Act 2018 and any amendments thereto.

12. Absence from office and vacancies – Registrar, Chief Financial Officer, Chief Librarian, Dean of Students, Chief Internal Auditor

- (1) Where the Registrar, Chief Financial Officer, Chief Librarian, Dean of Students or Chief Internal Auditor is absent from office or is unable for any reason to perform the functions of the office, the Vice-Chancellor may, after consultation with the Council, appoint a suitable person to perform the functions of the office, on such terms and conditions as the Vice-Chancellor may determine.
- (2) Where the office of the Registrar, Chief Financial Officer, Chief Librarian, Dean of Students or Chief Internal Auditor falls vacant, the position will be advertised and filled in accordance with part I of the third schedule of the Act.

13. Dean and Director

- (1) There shall be a Dean of a school and a Director of a directorate, institute, bureau or similar body who shall be appointed by the Council from among senior members of the academic staff of the school, institute, bureau or similar body concerned.
- (2) Appointment of a Dean or Director shall be through a competitive internal interview process prescribed by the Council.
- (3) A Dean of a school or Director of an institute, bureau, or similar body shall exercise general superintendence over the academic, administrative and financial management of the school, institute, bureau or similar body and authorize expenditure in accordance with the budget as approved by Council, be a signatory to the relevant bank accounts and shall also be responsible for the promotion and maintenance of effective teaching, research and consultancy services in the school, institute, bureau or similar body.
- (4) A Dean or Director shall be responsible for the preparation of budgetary estimates for, academic activities, resources mobilization and research and innovation for the school, institute, bureau or similar body.
- (5) A person appointed to hold the office of Dean of a school or Director of an institute, bureau or similar body in the University shall hold office, on such terms and conditions as may be specified in that person's letter of appointment, for a period of three years but shall be eligible for reappointment for a further term of three years.

- (6) Where a school, institute, bureau or similar body is being established, the Vice-Chancellor shall appoint an inaugural Dean or Director to hold office for a period of one (1) year at the expiration of which a Dean or Director shall be appointed in the manner stipulated in these statutes for the appointment of Deans and Directors.
- (7) Where a Dean or Director is absent from office, the Vice-Chancellor may appoint an acting Dean or Director, in the case of an acting Dean from among senior academics in the particular school and in the case of an acting Director from among senior academics within or outside the Institute, Bureau or similar body concerned.
- (8) An acting Dean or Director shall hold office for a period not exceeding six (6) months.

14. Discipline and Removal of Registrar, Chief Financial Officer, Chief Librarian, Dean of Students, Chief Internal Auditor, Dean and Director

The Vice-Chancellor shall, where the Vice-Chancellor has reasonable grounds to believe that the Registrar, the Chief Financial Officer, the Chief Librarian, the Dean of Students, the Chief Internal Auditor, a Dean or a Director should be removed from office on grounds of incompetence or misconduct: -

- (a) give notice in writing, of the grounds to the officer in question;
- (b) in writing, suspend the officer in question from office pending investigations;
- (c) refer the matter to the Disciplinary Committee; and

- (d) make arrangements for the officer in question to be afforded an opportunity to appear before, and be heard by the Disciplinary Committee with respect to the matter.

15. Head of Department, Assistant Dean and Coordinator

- (1) The Vice-Chancellor shall, on the recommendation of the Dean of a school or Director of an institute, bureau or similar body concerned, appoint a Head of Department from among the senior academic staff within each Department.
- (2) A Head of Department shall coordinate the academic, financial and administrative affairs of the department and shall be responsible for the promotion and maintenance of efficient teaching, research and consultancy services under the direction of the Dean.
- (3) A person appointed to hold the office of Head of Department shall hold office on such terms and conditions as may be specified in that person's letter of appointment for a period of two years, and shall be eligible for reappointment.
- (4) The Vice-Chancellor shall, on the recommendation of the Dean of a school or Director of an institute, bureau or similar body concerned, appoint an Assistant Dean or Coordinator from among the academic staff within each school, institute, bureau or similar body.
- (5) A person appointed to hold the office of Assistant Dean or Coordinator shall hold office on such terms and conditions as may be specified in that person's letter of appointment for a period of two years, and shall be eligible for reappointment.

- (6) An annual performance appraisal of Head of Department, Assistant Dean and Coordinator shall be carried out by the Dean or Director and shall form part of the criteria for reappointment or termination of appointment.

16. Removal of Head of Department, Assistant Dean and Coordinator

The Vice-Chancellor may, on grounds of misconduct or failure to perform the functions of office, remove a Head of Department, Assistant Dean or Coordinator from office upon a recommendation of the relevant Dean or Director and upon a fair hearing being afforded to the officer.

17. Appointment of Staff

- (1) Academic staff shall be appointed by the Council in accordance with the provisions of the University Recruitment Policy.
- (2) Administrative, professional and technical staff shall be appointed by the Council in accordance with the provisions of the University Recruitment Policy.
- (3) Staff other than academic and administrative, professional and technical staff shall be appointed by the Council in accordance with the provisions of the University Recruitment Policy.
- (4) The Council may designate appropriate categories of staff as senior management of the University.

18. Discipline and removal of Academic, Administrative, Professional and Technical staff

- (1) A Dean, Director or principal officer shall, where the Dean, Director or Principal Officer has reasonable grounds to believe that a member of the academic or administrative, professional and technical staff for whom the Dean, Director or Principal Officer has direct responsibility should be removed from office or employment on grounds of misconduct or failure to perform the functions of office or employment:-
 - (a) give notice, in writing, of the grounds to the member in question;
 - (b) in writing, suspend the member in question from office or employment pending investigations;
 - (c) refer the matter to the Disciplinary Committee; and
 - (d) make arrangements for the member in question to be afforded an opportunity to appear before, and be heard by, the Disciplinary Committee with respect to the matter.

19. Discipline and removal of other staff and application of Disciplinary Policy

- (1) The application of disciplinary measures to other staff members of the University shall be in accordance with their terms and conditions of service.
- (2) Nothing contained in this Statute shall preclude the application of the Code of Conduct and the Grievance Procedure.

20. Disciplinary Committee

- (1) There shall be established in the University the Copperbelt University Disciplinary Committee to investigate and consider disciplinary cases referred to it and make recommendations to the Council.
- (2) The Committee shall consist of the following members: -
 - (a) a legal practitioner with not less than ten years' legal experience, who shall be appointed by the Council and shall be the Chairperson;
 - (b) two persons from the non-academic members of staff appointed by the Chairperson of the Council; and
 - (c) two persons nominated by the academic staff of the University and appointed by the Chairperson of the Council.
- (3) The Committee may request any senior member of a department to assist it in the assessment of any particular case.
- (4) The Council shall appoint a human resources practitioner from the Registrar's Department as secretary.
- (5) The members of the Committee shall hold office for a term of three years and shall be eligible for reappointment for a further like term.
- (6) The Committee shall complete its work within a term of six months from the date from which the suspension of a member of staff takes effect.

- (7) The Council may implement the recommendations of the Committee and in the event that the Council does not implement a recommendation of the Committee, the Council shall within thirty days of its decision give feedback to the Committee regarding its decision not to implement the recommendation.
- (8) The Committee in the determination of disciplinary cases shall act in accordance with the Code of Conduct and Grievance Procedure of the University.

21. Amendment of this Statute

This Statute shall be subject to amendment as deemed necessary by the Council pursuant to Section 29 of the Act.