

KNUST POLICY 0040

Kwame Nkrumah University of Science and Technology, Kumasi

INAUGURAL LECTURES POLICY AND GUIDELINES



INAUGURAL LECTURES POLICY AND GUIDELINES



**KWAME NKROMAH UNIVERSITY OF SCIENCE
AND TECHNOLOGY, KUMASI-GHANA
QUALITY ASSURANCE AND
PLANNING OFFICE (QAPO)**

© 2018 QAPO-KNUST

ISBN: 978-9988-2-8487-9

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any means; electronic, mechanical, photocopy, recording or otherwise, without the written authorisation of the publisher and copyright owner.

Quality Assurance and Planning Office Vice-Chancellor's Office Kwame Nkrumah University of Science and Technology KNUST, Kumasi PMB UPO, Kumasi-Ghana

Tel: +233 322060319

Email: info.qapo@knust.edu.gh

Layout Design by Frank Boadu, University Press, KNUST

Cover Design Francis K. N. Nunoo, Department of Publishing Studies, KNUST

FOREWORD

The Kwame Nkrumah University of Science and Technology, Kumasi has a mission to advance knowledge in science and technology through creating an environment for undertaking relevant research, quality teaching, entrepreneurship training and community engagement to improve the quality of life. In order to achieve this mission, there is the need to have a **Policy and Guideline on Inaugural Lectures**.

The rationale of this Policy is to provide guidelines for instituting/ conducting professorial inaugural lectures at KNUST.

Inaugural lectures present an opportunity for showcasing exciting and ground-breaking research and teaching being carried out by professors at the University. The lectures again offer a rare opportunity for new professors to introduce themselves and present an overview of their contributions to their chosen discipline before academic colleagues, research collaborators, mentors, students, and the general public.

As an institution of higher learning with the responsibility for solving societal problems, it again provides us the opportunity to showcase what has been done to support national and international development.

The University is grateful to all those who ensured the initiation, development, and approval of this policy.

PROFESSOR (Mrs.) Rita Akosua Dickson
VICE-CHANCELLOR
KNUST

ACKNOWLEDGEMENT

As part of the strategic planning mandate of the Quality Assurance and Planning Office, (QAPO), University policies are initiated and proposed for approval by the Academic Board. The University Public Lectures Committee initiated this Policy and Guidelines for instituting/ conducting professorial and inaugural lecture at KNUST which was approved by the Academic Board.

The Quality Assurance and Planning Office is grateful to the following persons who constituted the committee to draft this Policy and Guidelines: the Chairperson, Prof. (Mrs.) Atinuke O. Adebajji, and the members; Dr. James Oppong-Kyekyeku, Dr. Alexander B. Marful, Dr. George Kushiator and Dr. Daniel Norris Bekoe (members); Mr. Isaac Marfo (Secretary).

We are equally indebted to the staff of QAPO and the Publication and Documentations Unit of the University Relations Office (URO) who facilitated the technical review and publication of this Policy.

Lastly, we wish to appreciate the contributions of all staff of the University who contributed in diverse ways to the development and approval of this Policy.

PROFESSOR Jerry John Kponyo

DEAN, QUALITY ASSURANCE AND PLANNING OFFICE

JANUARY, 2023

OFFICIAL COPY CAN BE OBTAINED FROM:

Telephone Number: 0322060319

E-mail: info.qapo@knust.edu.gh

CONTENT

| | |
|---|------------|
| FOREWORD | iii |
| ACKNOWLEDGEMENT | iv |
| 1.0. INTRODUCTION/BACKGROUND | 1 |
| 2.0. PURPOSE | 2 |
| 3.0. OBJECTIVES/RATIONALE/JUSTIFICATION | 3 |
| 3.1. University Community | 3 |
| 3.2. National and International Community | 3 |
| 3.3. Inaugural Professor | 3 |
| 4.0. POLICY STATEMENTS | 4 |
| 5.0. POLICY GUIDELINES | 6 |
| 6.0. IMPLEMENTATION STRATEGIES/SUPPORTING PROCEDURES | 8 |
| 6.1. Preparing the Lecture by Inaugural Professor | 8 |
| 6.2. Planning of Event | 9 |
| 6.2.1. Reservations for Lecture | 9 |
| 6.2.2. Prior to the Event | 9 |
| 6.2.3. Invitations | 9 |
| 6.2.4. Attire and Seating Arrangement | 9 |
| 6.2.5. Exhibition of Research Work/Activities | 10 |
| 6.3. Delivery of Lecture and Diversity of Audience | 10 |
| 6.4. Timing of Lecture | 10 |
| 6.5. During Lecture | 11 |
| 6.6. After the Lecture | 11 |
| 6.7. Reception after Lecture | 11 |

| | |
|--|-----------|
| 6.8. Publication of Inaugural Lecture Text (Exhibition) | 11 |
| 6.9. Photography | 11 |
| 7.0 EDUCATION, MONITORING AND REPORTING | 12 |
| 8.0 POLICY ALIGNMENT, VALIDITY, EFFECTIVE DATE AND REVIEW | 13 |
| 8.1. Alignment with Other Policies | 13 |
| 8.2. Validity of Policy Provisions | 13 |
| 8.3. Effective Date | 13 |
| 8.4. Review of the Policy | 13 |
| LIST OF ABBREVIATIONS | 14 |
| APPENDICES | 15 |
| Diagram of Seating Arrangement | 16 |

1.0. INTRODUCTION/BACKGROUND

Inaugural lectures are one of the revered university traditions upheld by world-class universities across the globe. Kwame Nkrumah University of Science and Technology, Kumasi (KNUST), in keeping with best practices around the world, has made inaugural lectures a cardinal part of its academic life and experience. An inaugural lecture is organized to afford the University's new professors a one-off occasion to be exhibited and celebrated before a gathering of members of the university community and the general public. The lecture is considered a great source of knowledge in the living present. The new professor in giving an inaugural lecture celebrates a significant personal milestone in his/her academic journey with family, friends, colleagues, and the larger society. The audience gets an opportunity to hear about the research that has shaped the academic life of the new professor and also by extension research going on around the university. A consequence of the research on national development or a discourse on contemporary issues related to the professor's research is an integral part of the lecture to enhance the appreciation of research by the public.

2.0. PURPOSE

Inaugural lectures present an opportunity for showcasing exciting and ground-breaking research and teaching being carried out by professors at the University. Each of these lectures symbolises an important achievement in an academic's career, providing official recognition of their promotion or appointment to full professorship. The lectures again offer a rare opportunity for new professors to introduce themselves and to present an overview of their contributions to their chosen discipline before academic colleagues and research collaborators. They are also a platform for celebrating professors' academic achievements with their families, friends, mentors, and colleagues.

3.0. OBJECTIVES/RATIONALE/ JUSTIFICATION

The following among others are some of the justifications for having professorial and inaugural lecture instituted at KNUST:

3.1. UNIVERSITY COMMUNITY

Through inaugural lectures, the University is afforded an opportunity to recognise and showcase its academic achievements which go a long way to represent the quality of academic standards the university upholds. The lecture further excites younger faculty members to aspire for such glory thus continuing the drive for academic excellence within the academic community.

3.2. NATIONAL AND INTERNATIONAL COMMUNITY

The inaugural lecture is an essential component of the University's public events programme, helping to create a wider awareness of the latest developments in science, engineering, arts and humanities, medicine, and law.

3.3. INAUGURAL PROFESSOR

The lecturer is given an opportunity to share his/her achievements in research, innovation, engagement, and teaching activities with the University and wider communities. The new professor can celebrate an important personal milestone with family, friends, and colleagues within the immediate academic community and the world.

4.0. POLICY STATEMENTS

- 4.1. The inaugural professor shall be required to present either of the following:
 - 4.1.1. An overview of their contribution, in their respective fields, to academic colleagues, research collaborators, and the entire University community. In certain instances, the delivery of an inaugural lecture may present an opportunity to engage with local, national, and international industries and businesses, as well as the general public.
 - 4.1.2. The future of their chosen disciplines, a particular subject, in a changing context.
 - 4.1.3. The contribution of their chosen discipline to the mission and strategic direction of KNUST.
- 4.2. Inaugural lectures shall be delivered by all newly appointed full professors within twenty-four months of the date of appointment.
- 4.3. Each lecture shall be delivered by an inaugural professor at a duly allocated venue, preferably on campus.
- 4.4. The inaugural professor shall be adorned with a Special Academic Gown after the lecture by the Vice-Chancellor or his/her nominee.
- 4.5. An inaugural professor unable to deliver an inaugural lecture (for whatever reason) within the stipulated period, shall be expected to request and receive permission from the Vice-Chancellor for deferment of the lecture to a later date.
- 4.6. Inaugural lectures shall not have a period set aside for 'questions and answers.'

4.7. Inaugural lectures shall be documented in an appropriate format and a copy deposited in the University archives.

5.0. POLICY GUIDELINES

- 5.1. The inaugural lecture should be planned for a weekday during a semester lasting approximately 45 minutes.
- 5.2. The Public Lectures Committee (PLC) shall assume the responsibility to oversee the coordination of all inaugural lectures, including the finalisation of the schedules of professors due to deliver these lectures each year.
- 5.3. The Committee together with the inaugural professor and other officiating parties will decide on the dates and venues for each lecture.
- 5.4. The Vice-Chancellor's office shall be liable for costs associated with the staging of inaugural lectures such as catering, branding, and audio-visual.
- 5.5. The procession in respect of inaugural lectures shall be in two parts as follows:
 - 5.5.1 University Council/Management:
 - a. Chancellor (If present)
 - b. Chairman of Council and Members (If present)
 - c. Vice-Chancellor
 - d. Pro Vice-Chancellor
 - e. The Registrar
 - f. Provost of the college of the inaugural professor
 - g. Chairperson of the PLC
 - h. The Dean of the Faculty of the inaugural professor
 - i. The Head of Department of the department of the inaugural professor

- j. All academic staff in the College

5.5.2 College of Professors (CoP):

- a. All Professors in KNUST who have been inaugurated shall constitute the “College of Professors”.
- b. The new candidate to be inaugurated.

5.6. The Vice-Chancellor or his/her nominee shall open the proceedings.

5.7. The Inaugural professor shall be presented by the Vice Chancellor

5.8. The programme outline for the day, including the biography of the inaugural professor, shall be printed for distribution to the audience.

5.9. The PLC shall assume responsibility for the advertisement of all inaugural lectures on the University website and social media handles.

6.0. IMPLEMENTATION STRATEGIES/ SUPPORTING PROCEDURES

Inaugural lectures shall form part of the university's public lecture series and will only be given by newly promoted professors in academic departments.

6.1. PREPARING THE LECTURE BY INAUGURAL PROFESSOR

The following should guide the professor in preparation for the lecture:

- a. Delimit the subject and focus on its basics.
- b. The use of metaphors or analogies from everyday life will facilitate understanding.
- c. Give antecedents and relevant breakthroughs, summing up the current state of science and finalizing with emerging knowledge and fresh perspectives.
- d. Refer to concrete examples; have a menu of applications, fall-outs, and useful lessons to recall.
- e. Express one's scientific standpoint; by sharing your experience and views.
- f. Ensure good quality of audio-visual support to provide concrete illustration when possible; models, short simulations, etc.
- g. Carry out a mock lecture to rehearse timing, use of support, and presentation skills.

6.2. PLANNING OF EVENT

The new professor can contact the chair of the PLC to plan his/her inaugural lecture. The schedule of lectures shall be provided by the PLC in consultation with the Vice-Chancellor's office and communicated at the beginning of the academic year.

6.2.1. Reservations for Lecture

The Chairperson of the PLC should be consulted for available dates, possible options will be set. Further consult on the available dates with the Provost, Dean, and Head of department. Confirm the selected date with the Chairperson of the PLC.

6.2.2. Prior to the Event

The inaugural lectures are events organised by the PLC in association with the Office of the Vice-Chancellor who shall advise on protocol and ceremonial details. The inaugural professor shall provide a brief biography or CV along with a photograph to the University Relations Office (URO) at least four weeks in advance of the event. The Provost of the inaugural professor's college will submit a proposed guest list to the Chairperson of the PLC. The lecturer, in addition, may have his/her preferred guests to be invited as well.

6.2.3. Invitations

All academic staff at the University will receive a digital invitation for the inaugural lectures through the URO. These invitations must be sent approximately four weeks in advance. The inaugural professor will receive a digital invitation for his/her contacts.

6.2.4. Attire and Seating Arrangement

Inaugural lectures are ceremonial occasions and academic gowns are worn by the inaugural professor and the rest of the University Management as well as College of Professors in attendance. Other members of the audience are not expected to be in academic gowns.

All Council Members, Management and College of Professors will be seated at the dais and a separate seat reserved for the lecturer.

6.2.5. Exhibition of Research Work/Activities

At the request of the Inaugural Professor, an exhibition of his/her work may be mounted at the foyer prior to the inaugural lecture. This may include published books, papers, research inventions/prototypes, products developed and produced, poster papers, significant pictures at major research conferences and events, field/ technical/consultancy reports, among others.

6.3. DELIVERY OF LECTURE AND DIVERSITY OF AUDIENCE

The target audience is usually diverse comprising:

- a. University Council and Management
- b. All Staff of the University Community and Students
- c. Government representatives, research collaborators, donors, industry players, Alumni among others
- d. Family, friends, media, and general public.

For the inaugural lecture to be successful, its delivery must therefore be balanced to address the diverse audience at the same time.

6.4. TIMING OF LECTURE

The inaugural lecture should ideally take place within twenty-four months of the start of the appointment of an academic to a full professorial position.

6.5. DURING LECTURE

The duration of the lecture shall be 45 minutes. The Vice-Chancellor or his/her nominee shall read the abridged biography of the inaugural professor before the main event. The lecture shall as much as possible be devoid of issues capable of dividing the audience; matters relating to religion, ethnic bias, gender discrimination, political and union inclinations.

6.6. AFTER THE LECTURE

The Inaugural Professor may receive gifts from family members, department(s), professional associations, research collaborators, students, among others. However, prior notice must be given to the Chair of the PLC for effective coordination and planning.

6.7. RECEPTION AFTER LECTURE

The Vice-Chancellor will host a reception after the event to which the family of the inaugural professor, colleagues, and other guests are invited.

6.8 PUBLICATION OF INAUGURAL LECTURE TEXT (EXHIBITION)

The text or exhibition of the lecture will be published after the ceremony on the University website and its social media platforms. The text of the publication can be longer than the speech.

6.9 PHOTOGRAPHY

The URO will be commissioned to cover the photography and video of the event. The inaugural professor can however hire his/her photographer in addition.

7.0 EDUCATION, MONITORING AND REPORTING

- a. The University through the Public Lectures Committee shall sensitise the University Community to ensure understanding and effective implementation of this Policy.
- b. The PLC shall set the performance standards of its operations and bench marked against national and international best practices in the organisation of inaugural lectures within the University community.
- c. The PLC shall submit annual or periodic reports on the implementation of this Policy to the Vice-Chancellor.

8.0 POLICY ALIGNMENT, VALIDITY, EFFECTIVE DATE AND REVIEW

8.1 ALIGNMENT WITH OTHER POLICIES

The Quality Assurance and Planning Office (QAPO) shall be responsible for monitoring the implementation of this Policy to ensure that it is in alignment with other policies and strategies of the University. Actions and strategies of this Policy should not conflict with other policies of the University.

8.2 VALIDITY OF POLICY PROVISIONS

This Policy does not seek to replace other provisions in the KNUST statutes. In the event of conflict, appropriate measures shall be taken by the Academic Board to address them. The Policy becomes operational after approval by the University Academic Board.

8.3 EFFECTIVE DATE

This Policy was approved at the 406th (Regular) Meeting of Academic Board held on Monday, 18th July, 2022

8.4 REVIEW OF THE POLICY

Taking due cognisance of national and international best practices, it is recommended that this Policy document be reviewed every five (5) years to address changes in its operations.

The Quality Assurance and Planning Office (QAPO) shall liaise with the appropriate Units for such reviews.

LIST OF ABBREVIATIONS

- a. PLC- Public Lecture Committee
- b. CoP- College of Professors: All inaugurated professors in the service of the University or inaugurated emeritus professors.

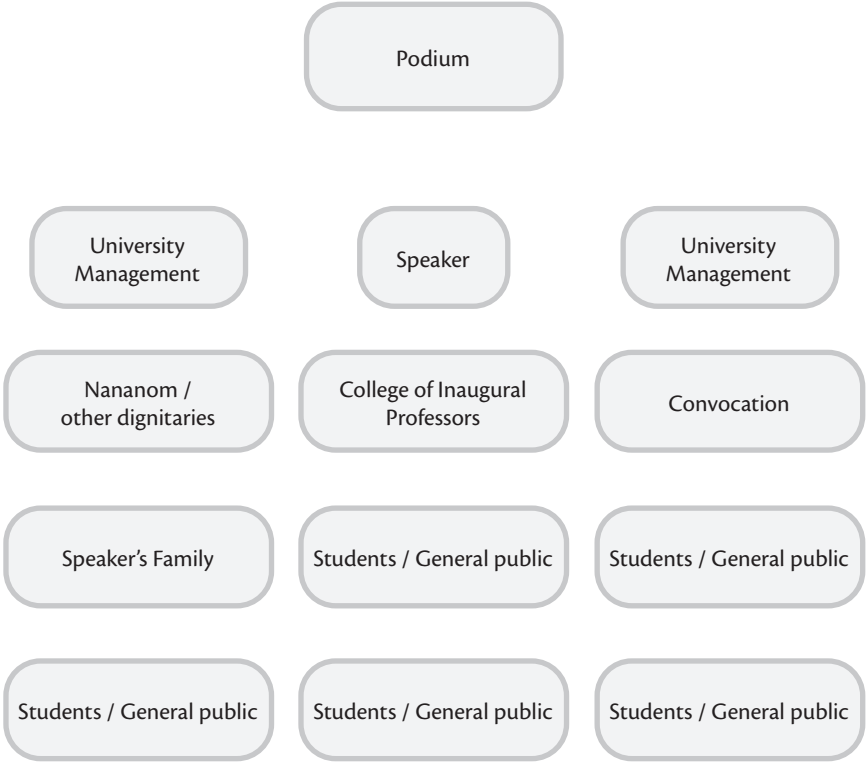
APPENDICES

Contents for sample of Invitation

The contents for the sample invitation shall include:

- a. KNUST Logo
- b. A preamble (The Vice-Chancellor of Kwame Nkrumah University of Science and Technology, Kumasi, (NAME), invites (Name of invitee) to)
- c. Name of the Lecture (4th Inaugural Lecture)
- d. Name of the Inaugural Professor and Academic Qualifications
- e. Topic for the Inaugural Lecture
- f. Date
- g. Time
- h. Venue

DIAGRAM OF SEATING ARRANGEMENT



QUALITY ASSURANCE AND PLANNING OFFICE

Vice-Chancellor's Office

Kwame Nkrumah University of Science and Technology

KNUST, Kumasi

PMB UPO, Kumasi-Ghana

Tel: +233 322060319

Email: info.qapo@knust.edu.gh

ISBN: 978-9988-2-8487-9



9 7 8 9 9 8 8 2 8 4 8 7 9