

## **CURRICULUM VITAE**

### **GEORGE KWADWO ANANE, Ph.D.**

Ph.D. (Wits) MSc (KNUST) BSc (UCC)

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### **PERSONAL INFORMATION**

George Kwadwo Anane completed his Ph.D. at the School of Architecture and Planning, University of the Witwatersrand under the Wits-TUB Postgraduate Urban Lab Project between 2018 and 2022. His research employed the case study strategy to investigate the relationship between land administration systems and spatial change in peri-urban areas in Ghana with Kumasi and Sunyani as case studies. Dr. Anane's research juxtaposed the western or 'formal' system of planning and land administration, and that of the traditional authorities, showing how the latter (traditional authorities) have agency in the former, and through this participate with direct stakes in the emerging peri-urban land market. Since 2022, he has worked as Deputy Registrar in charge of Academic and Students' Affairs, and Adjunct Lecturer in the Department of Geography and Sustainability Science at the University of Energy and Natural Resources (UENR), Ghana, where he lectures in the BSc. Planning and Sustainability Programme.

Between February 2020 and September 2020, he participated in the German Academic Exchange Service (DAAD) sponsored programme in University Leadership and Management (UNILEAD) at the Carl von Ossietzky Universität Oldenburg, Germany. Prior to the UNILEAD, he participated in the DAAD sponsored TRAINIQA Programme for Anglophone West Africa at the University of Duisburg-Essen from 2015 to 2016. Before starting his PhD, he worked in university administration and conducted research in Ghana. His work spans urban development planning, stakeholder analysis, policy development, and policy recommendations in the field of planning, and institutional process improvement in higher education. He holds a Master of Science in Development Policy and Planning from the Kwame Nkrumah University of Science and Technology, Kumasi, Ghana, and a Bachelor of Science in Tourism from the University of Cape Coast. During his studies and work, Dr. Anane has received fellowships by the German Academic Exchange Service (DAAD) and published in urban planning, and higher education leadership and management journals. He has also written several memoranda, proposals, and position papers leading to the advancement of knowledge and improvements in several sections of UENR.

## **EDUCATION AND TRAINING**

Feb. 2018 – Jul 2022

## **QUALIFICATION/INSTITUTION**

### **PhD in Urban and Regional Planning**

Technical University of Berlin/University of the Witwatersrand, Johannesburg.

Feb. 2020 – Sept. 2020

### **Certificate in University Leadership (UNILEAD 2020)**

Carl von Ossietzky Universität Oldenburg, Germany. Specialisation in Project Management, HR, Strategic Management, and Engagement and Digitalisation in Higher Education.

February 2015 -May 2016

### **Certificate in Quality Assurance in Higher Education (TRAINIQA)**

University of Duisburg-Essen, Germany  
Specialisation in Quality Assurance, Quality management, Survey Design, Higher Education and Management.

August 2010 – July 2012

### **MSc. Development Policy and Planning**

Kwame Nkrumah University of Science and Technology, Kumasi. Specialisation in Social Sector Policy Planning

August 2005 – May 2009

### **BSc (Tourism)**

University of Cape Coast, Cape Coast, Ghana.

## **WORKING EXPERIENCE**

**September 2022 – date Deputy Registrar (Head, Academic and Students' Affairs)**

University of Energy and Natural Resources, Sunyani-Ghana.

Key Responsibilities/Achievements:

- Lead in the formulation of academic policy proposals and recommendations to the Academic Board, the Executive Committee, and the Senior Management Team.

- Developed and submitted Admissions Policy and Student Community Service Policy to Management for approval.
- Coordinate student systems, student record keeping and data, and centralised student communications.
- Implement decisions of the Academic Board, the Executive Committee or Senior Management.
- Welcome new students by introducing them to the University Community
- Collaborate with academic departments to ensure student progression and retention.
- Build rapport with students to monitor their progress.
- Ensure that admission requirements meet accreditation guidelines.
- Conduct admission interviews and following up with prospective students.
- Reviewing and updating academic policies such as programme accreditation, Ghana Tertiary Education (GTEC) guidelines to ensure compliance with quality standards.
- Collaborate with the Finance Directorate to ensure fees are fixed and that students can pay.
- Collaborate with Student Bodies (the Students Representative Council and the Graduate Students Association of Ghana) to ensure student welfare and wellbeing.
- Member or Secretary to University committees such as the Academic Board, Executive Committee, Honorary Degrees and Other Awards Committee, Central Undergraduate Admissions Committee, Fee Fixing Committee, Quality Assurance and Academic Planning Committee, Examinations Audit Committee, Affiliations Committee, and Board of International Relations.

**Aug. 2022 - date**

**Adjunct Lecturer, Department of Geography and Sustainability Science**  
University of Energy and Natural Resources, Sunyani-Ghana

Key Responsibilities

- Teaching undergraduate courses in planning.
- Participating in curriculum development.
- Setting examination questions and marking examination scripts.
- Supervising theses/project works.
- Mentoring/counselling of students.

**Jan. 2022-Aug. 2022 Senior Assistant Registrar (Acting Head, Academic and Students' Affairs)**

University of Energy and Natural Resources, Sunyani-Ghana.

Key Responsibilities/Achievements:

*Academic affairs:*

- Made recommendations to the Academic Board, the Executive Committee and the Senior Management Team on academic policy proposals and strategies.

- Implemented decisions of the Academic Board, the Executive Committee or Senior Management.
- Prepared Academic Calendar with input from internal and external stakeholders.
- Authored over 20 position papers leading to the reorganisation of sections of the University or the establishment and operationalisation of new units such as the Quality Assurance and Planning Unit (2013), the Students Skills Enhancement Unit (2020), and the Centre for Distance Education and E-Learning (2021).
- Co-authored 8 papers in peer reviewed journals as a form of contribution to knowledge in university administration and leadership.

*Admissions:*

- Developed strategy and tactical plans for undergraduate admissions to achieve yearly enrolment targets of the University.
- Interpreted admission policies and procedures to ensure compliance with regulatory requirements.
- Participated in policy formulation at the level of the Central Undergraduate Admissions Committee and the Academic Board through memoranda and position papers.
- Led the advertisement of admissions and the processing of applications.
- Participated in on/off campus outreach programmes to market academic programmes, admission requirements, application procedure, prospects, and funding sources.
- Coordinated the design and implementation of the online admissions system (UMIS) which led to the reduction in the cost of processing admissions by over 90 percent.
- Evaluated admission documents (results slips, certificates, transcripts, and applications leading to the enrolment of over 15,000 undergraduate students into various programmes over the period.
- Provided feedback to unqualified applicants about how to improve their grades and apply in the future.
- Assisted applicants on the admission process via Phone, Twitter, WhatsApp, email, and Facebook.
- Initiated the harmonisation of all weekend and top-up programmes leading to a 30 percent reduction in the running costs.

*Academic support:*

- Coordinated freshmen orientation programmes. (I have successfully coordinated all freshmen orientation programmes).
- Coordinated matriculation ceremonies for freshmen. (I have successfully coordinated all matriculation ceremonies).
- Collaborated with internal stakeholders to undertake behavioural change campaigns leading to the reduction in vices such as examination malpractices.
- Provided academic counselling to students struggling with academic work (I have counselled over 100 underperforming students).

#### *Student Records:*

- Liaised with the IT Directorate to ensure that student records in the University Students Information System (USIS) are accurate and protected.
- Supervised the creation and maintenance of files for all students.
- Initiated and implemented the digitisation of Students' Affairs Services such as requests for transcripts, introductory letters, and certification.
- Audited and updated student records
- Implemented approvals from the Registrar regarding deferments of academic programmes or examinations.
- Supervised the tagging of students with appropriate decisions by the Academic Board.
- Collaborated with internal and external stakeholders for timely processing of student related services such as enrolment of students for National Service, verification of certificates and transcripts, and providing data to the Regulator - Ghana Tertiary Education Commission (GTEC).

#### *Examinations:*

- Collaborated with internal and external stakeholders in conducting university examinations.
- Collaborated with internal stakeholders to audit examination results.
- Led processes for course registration by students at the beginning of every semester.
- Collaborated with internal stakeholders in compiling final graduation list.
- Coordinated graduation ceremonies. (Successfully coordinated all graduations).
- Supervised the printing and distribution of certificates to graduates.

#### *Servicing of committees:*

- Serviced statutory and *ad-hoc* committees in the University as a member or secretary. I have serviced over 26 committees including the Academic Board, Committee for Central Undergraduate Admissions, Quality Assurance and Academic Planning, Disciplinary Committee for Senior Members, Library Committee, Examinations Audit Committee, Board of International Relations Office, Executive Committee, and the Committee for the establishment of a Campus at Akyem Afosu.

#### **Feb. 2018 – Dec. 2021 PhD Candidate**

University of the Witwatersrand, Johannesburg, South Africa

#### **Key Responsibilities**

- Wrote Ph.D. thesis.
- Undertook literature review and fieldwork in Ghana.

- Participated in programme required activities (i.e., mentoring programmes, and supervisory sessions).
- Participated in Summer School activities in Germany and South Africa.
- Drafted manuscripts for publication.
- Participated in conferences as part of the Ph.D. programme.

**Sept. 2017 - Jan. 2018 Senior Assistant Registrar (Quality Assurance & Planning Unit)**

University of Energy and Natural Resources, Sunyani-Ghana

Key Responsibilities/Achievements:

- Coordinated the successful (re)accreditation of 20 undergraduate and postgraduate programmes.
- Pioneered the preparation and approval of policy documents for the proper running of the University. These include the Examinations Policy, Quality Assurance Policy, Mentoring Policy, and Anti-sexual Harassment Policy.
- Implemented internal quality assurance processes such as administering survey instruments for assessment of lecturers and courses by students and quality audits.
- Prepared quality assurance reports for external regulators such as the National Accreditation Board.
- Served statutory and ad-hoc committees as a member or secretary. These included the Administrative Appointments and Promotions Committee for Senior Members, Quality Assurance and Academic Planning, Academic Board and Tender evaluation committee for goods and services.

**Sept. 2013 – Aug. 2017 Assistant Registrar (Quality Assurance & Planning Unit)**

University of Energy and Natural Resources, Sunyani-Ghana

Key Responsibilities/Achievements:

- Coordinated the establishment and operationalisation of the Quality Assurance and Planning Unit at UENR.
- Coordinated the successful accreditation of 27 undergraduate and postgraduate programmes.
- Prepared policy documents for the proper running of the University. These included the Examinations Policy, Quality Assurance Policy, Mentoring Policy, and Anti-sexual Harassment Policy.
- Implemented internal quality assurance processes such as administering survey instruments for assessment of lecturers and courses by students and quality audits.
- Prepared quality assurance reports for external regulators such as the National Accreditation Board and the National Council for Tertiary Education (now the Ghana Tertiary Education Commission).
- Authored 18 position papers to advise Management on key areas for improvement.

- Served 10 statutory and ad-hoc committees as a member or secretary. These included the Academic Board, Administrative Appointments and Promotions Committee for Senior Members, Quality Assurance and Academic Planning Committee, Strategic Planning Committee, Committee for the establishment of the Dormaa Ahenkro Campus.

**Jan. 2013 - date**      **Course Facilitator (Sunyani Centre)**  
Institute of Distance Learning, KNUST

Key Responsibilities

- Undertake teaching in two courses – ACF 352: Corporate Governance, and MAS 456: Organisational Development and Change Management at the Bachelor of Business Administration classes.
- Supervision of undergraduate project works/Masters Theses

**Oct. 2009 – Jul 2010** **Teaching Assistant (National Service)**  
Sunyani Technical University

Key Responsibilities:

- Conducted tutorials and marked scripts in Marketing Environment for Higher National Diploma students.

## **PUBLICATIONS**

Sumbo, D.K., **Anane, G.K.**, and Inkoom, D.K.B. (2023). Peri-urbanisation and loss of arable land: indigenes' farmland access challenges and adaptation strategies in Kumasi and Wa, Ghana. *Land Use Policy* 106534. <https://doi.org/10.1016/j.landusepol.2022.106534>

**Anane, G.K** (2022). Continuity in transition: spatial transformation in peri-urbanisation in Kumasi. *SN Social Science* 2, 224 (2022). <https://doi.org/10.1007/s43545-022-00535-0>

**Anane, G. K.**, and Cobbinah, P.B. (2022). Everyday politics of land use planning in peri-urbanisation. *Habitat International*, 120, 102497. <https://doi.org/10.1016/j.habitatint.2021.102497>

Cobbinah, P. B. and **Anane, G.K.** (2015). Climate Change Adaptation in Rural Ghana: Indigenous Perceptions and Strategies, *Climate and Development*, 8(2):169-178. DOI:10.1080/17565529.2015.1034228.

**Anane, G. K.**, Cobbinah, P. B. and Manu, J. K (2013). Sustainability of Small and Medium Scale Enterprises in Rural Ghana: The Role of Microfinance Institutions. *Asian Economic and Financial Review*, 3(8):1003-1017.

**Other Papers in Higher Education Management and Leadership:**

- Anane, G.K.,** Addo, P.K., Adusei, A. and Marfo, C. (2022). Risk management strategies for teaching and learning by Ghanaian Public Universities in response to the COVID-19 pandemic. In Namatende. L.S., Lewinger, S. and Langsford, C. (eds.). COVID-19 and education in Africa: challenges, possibilities, and opportunities (Pp: 218-232). United Kingdom: Routledge. ISBN 9781032216997. [10.4324/9781003269625-17](https://doi.org/10.4324/9781003269625-17)
- Addo, P.K., **Anane, G.K.,** Marfo, C. and Adusei, A. (2022). Institutional approaches to supporting students during the COVID-19 pandemic in Africa: A comparative study of two Ghanaian public universities' online learning experiences. In Namatende. L.S., Lewinger, S. and Langsford, C. (eds.). COVID-19 and education in Africa: challenges, possibilities, and opportunities (Pp: 152-166). United Kingdom: Routledge. ISBN 9781032216997. [10.4324/9781003269625-12](https://doi.org/10.4324/9781003269625-12)
- Anane, G.K.,** Dumenu, C.Y., Ofori-Badu, E., and Awuah, P. (2022). Academic staff transition into university leadership roles in a Ghanaian public university. *Ghana Journal of Higher Education Management*, 8:1-13.
- Anane, G.K.,** Ofori-Badu, E. and Asante, K. (2020). Correlates of cut-off aggregates and academic performance of students in a public university in Ghana. *Ghana Journal of Higher Education Management*, 6921-340.
- Anane, G.K.,** Addo, P. K., Adusei, A. and Addo, C. (2020). Impact of the COVID-19 Pandemic on the Work of University Administrators in Ghana. *International Studies in Educational Administration*, 48(1):93-102.
- Anane, G.K.** and Addaney, M. (2016). Managing Quality Assurance in Higher Education: The Case of the University of Energy and Natural Resources, Sunyani. *Journal of Education and Practice*, 7(22): 41-46.
- Obeng-Ofori, D. and **Anane, G. K.** (2015). Establishment and Operationalisation of a Quality Assurance and Planning Unit (QAPU) at the University of Energy and Natural Resources (UENR), Sunyani, Ghana. In Mayer, P. and Wilde, M. (eds.), *Managing Change at Universities – A selection of case studies from Africa and Southeast Asia – Volume II* (pp:25-57). Osnabrück: University of Applied Sciences

## **MEMOS/PROPOSALS/POSITION PAPERS TO SENIOR MANAGEMENT**

1. **Anane, G.K.,** Hinnah, A.B. (2022). Proposal on Strategies for Increasing Female Enrolment in STEM Programmes at UENR. ***(The paper was discussed by Senior Management and adopted. The strategies outlined are being implemented).***
2. **Anane, G.K.,** Asare, H. (2022). Proposal on Peer Review of Proposals, Position Papers and Memoranda by Administrative and Professional Staff at UENR. ***(The paper discussed the need for administrative write-ups to be peer reviewed. The paper was discussed by Senior Management and adopted. The Registrar has set up a Peer Review Committee for this purpose).***
3. **Anane, G.K.** and Asare, H. (2022). Proposal on the need to Institute Staff Recognition and Reward Scheme at the University of Energy and Natural Resources. ***(The paper discussed the***



*need for Management to institute staff recognition and rewards system to motivate hardworking staff. The paper was discussed by Senior Management and adopted. The recommendations were used in the awards scheme for staff during the 10<sup>th</sup> Anniversary Awards).*

4. **Anane, G.K.** (2022). Proposal on the Reorganisation of the Academic and Students' Affairs Division At UENR. **(The paper outlined reasons to re-organise the Academic and Students Affairs Division at UENR for effective to enhance performance. It was discussed at the Academic Board and approved with modifications. The modified report is awaiting final Academic Approval).**
5. **Anane, G.K.** (2021). Proposal on the Establishment and operationalisation of the Centre for Distance Education at UENR. **(The paper was discussed at the Academic Board and approved. The Centre for Distance Education and Lifelong Learning (CeDEEL) was established in 2022).**
6. **Anane, G.K** (2020). Proposal on the Setting up of the Student Career Support Programme at UENR: A Journey to Employability and Graduate Recruitment. **(The proposal was presented at the Academic Board and subsequently approved. The Centre for Students' Skills Enhancement was established in 2021 and running).**
7. **Anane, G.K** (2020). Position paper on Managing Employee Transitions in the University of Energy and Natural Resources: The importance of Hand Over Notes amongst HoDs at the University of Energy and Natural Resources. **(The paper was discussed at a management meeting and approved. The suggested template is being used to prepare hand over notes).**
8. **Anane, G.K.,** Ofori-Badu, E., and Ankamah, D. J. (2020). Proposed Regime Change for Conducting Mid-Semester Examinations: A proposal for Consideration by the Academic Board. **(The paper was discussed at the Academic Board and approved. Mid-semester examinations are being organised centrally now).**
9. **Anane, G.K.** (2019). A Position paper on mandatory induction programme for newly appointed heads of department at the university of energy and natural resources. **(The paper was discussed by Management and approved for implementation in commencing 2020 and repeated annually when new appointments are made.)**
10. **Anane, G.K,** Ofori-Badu, E. (2019). Position paper on Releasing Provisional Results: Towards addressing delays in approving results by the Academic Board. **(The paper was discussed at the Academic Board and approved. However, systemic challenges have hindered the early release of semester results).**
11. **Anane, G.K.,** Ntiamoah, S. (2019). Proposal on Policy on Fee Refund. **(The proposed policy outlined modalities for fees refund to students to avoid agitations. The Academic Board approved the policy, and it is being implemented).**
12. **Anane, G.K.** (2018). Position Paper on the adoption of New Index Numbering System for UENR. **(The proposal made a case for the adoption of a new index numbering system to reflect important details about students. The Academic Board approved the proposal, and the new index numbering system is being use since 2019).**

13. **Anane, G.K.** (2017). Position paper on Urgent reformation of the Industrial Attachment Programme in UENR. *(The position paper argued that the Industrial Attachment programme was expensive and not sustainable. The position paper was accepted, and the recommendations implemented).*
14. **Anane, G.K.** (2017). Proposal on Review of Academic Grading System at UENR. *(The proposal highlighted some shortcomings of the Grading System and made recommendations for review. The recommendations were accepted by the Academic Board and approved for implementation from 2018).*
15. **Anane, G.K.** (2017). Proposal on Managing Examination Malpractices in UENR - Some Interventions. *(The proposed interventions were approved and being implemented, leading to the reduction in the rate of examination malpractices).*
16. **Anane, G.K.** (2017). Proposal on the Creation of UENR Digital Repository (UENRSpace). *(The paper made a strong case for the University to store its intellectual resources in an online repository for easy accessibility. Management approved the proposal and tasked the IT Directorate to work on the modalities).*
17. **Anane, G.K.** (2017). Position paper on the Need for UENR to Join the Association of Commonwealth Universities (ACU). *(The position paper highlighted the benefits that could accrue to UENR if it joined the ACU. I was tasked to initiate the processes for membership registration, and UENR was subsequently admitted as a Member University).*
18. **Anane, G.K.** (2017). Proposal on the need for Extension of Counselling Services to Expelled or Suspended Students. *(The proposal shed light on the increasing cases of students' engagement in examination malpractices and subsequent suspension or withdrawal from the University. The proposal recommended the need to offer counselling services to students who got expelled or suspended. It was approved and being used).*
19. **Anane, G.K.** (2016). Position paper on Peer Review of Teaching at UENR. *(The position paper argued that student assessment of teaching reports pointed to shortcomings in the teaching skills of some lecturers. The position paper argued for instituting a peer review system to improve upon teaching. The paper was accepted for implementation).*
20. **Anane, G.K.** (2016). Proposal on the Standardisation of Examinations Questions at UENR. *(The proposal was accepted and being implemented).*
21. **Anane, G.K.** (2016). Proposal on the development of a system for Electronic Student Evaluation of Teaching at UENR. *(The proposal highlighted the challenges with manual evaluation of teaching by students and recommended for the development of an online system to facilitate student assessment of teaching. The proposal was accepted by Management and tasked the IT Directorate to develop a system for the same).*
22. **Anane, G.K.** (2016). Instituting Staff Rewards and Recognition Scheme at UENR. *(The proposal was accepted by Management for implementation).*
23. **Anane, G.K.** (2016). Proposal on Transforming UENR into an ICT Driven Institution. *(The Proposal highlighted the need for UENR to procure and install essential technologies to help in the effective and efficient running of the institution. It was accepted and being implemented).*

24. **Anane, G.K.** (2016). Proposal on the need for Students' Assessment of Project work Supervisors. *(The proposal highlighted the challenges facing students during the writing of their project works. The proposal made recommendations for students to assess their project work supervisors. The proposal included a template for the assessment. Management approved the proposal for use).*
25. **Anane, G.K.** (2016). Proposal on the need for Certificate Validation by All Staff at UENR. *(The proposal highlighted the increasing rate of fake certificates and the need for UENR to verify certificates before confirming the appointment of staff according to the National Accreditation Board directives. The proposal was adopted and being implemented).*
26. **Anane, G.K.** (2016). Proposal on Instituting entrepreneurship workshop series for final year students of UENR. *(The proposal highlighted high unemployment rates among graduates and the need to prepare students to confidently enter the world of work. The proposal was approved by Management and being implemented).*
27. **Anane, G.K.** (2015). Proposal on setting Learning Goals at UENR: The Lifelong Generic Attributes of our Graduates. *(The proposal highlighted the need to structure curriculum to equip students with key lifelong graduate attributes that set apart graduates of UENR for success. Management approved the proposal, and the recommendations are being implemented).*
28. **Anane, G.K.** (2014). Developing, enhancing, and maintaining the UENR Website. *(The memoranda explicated the benefits of a reliable website for a university, and suggested ways to improve the UENR website. It was approved and a committee set up to lead efforts to enhance the website).*
29. **Anane, G.K.** (2014). Proposal on Instituting the UENR Annual Brong Ahafo Regional Senior High School Quiz Challenge. *(The proposal outlined the benefits of using the Annual Brong Ahafo SHS Quiz Challenge to motivate prospective applicants to choose UENR. The proposal was accepted for implementation).*
30. **Anane, G.K.** (2014). Proposal on the need for the Installation of Portable Public Address Systems in Lecture Halls at UENR. *(The proposal highlighted the difficulties faced by students and lecturers regarding public address systems in lecture halls and made recommendations for the procurement and installation of the same. The proposal was accepted, and PA systems procured for use in lecture halls).*
31. **Anane, G.K.** (2014). Proposal on the modification of Referees' Report for Graduate Admissions at UENR. *(The proposal was accepted, leading to the modification of the Referees' Report by the Graduate School).*

## **COMMUNITY SERVICE (EXTERNAL TO THE UNIVERSITY)**

### **Secretary to the following Committees:**

1. Search Committee for the Appointment of Registrar for the Catholic University of Ghana, Fiapre, Sunyani 2023
2. Search Committee for the Appointment of Pro-Vice-Chancellor for the Catholic University of Ghana 2023

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|---|------|
| 3. Search Committee for the Appointment of Principal of the Berekum College of Education  | 2023 |
| 4. Committee for the Appraisal of the Performance of the Registrar, Catholic University of Ghana                                    | 2023 |
| 5. Committee for the Re-Appointment of the Registrar for the Sunyani Technical University   | 2023 |
| 6. Committee for the Appraisal of the Performance of the Vice-Chancellor, Catholic University of Ghana                              | 2022 |
| 7. Search Committee for Registrar of the Sunyani Technical University   | 2019 |
| 8. Search Committee for Registrar of the Catholic University College of Ghana   | 2019 |
| 9. Search Committee for the Director of Works and Physical Development for UENR   | 2017 |
| 10. Evaluation Committee for the Positions of Registrar, Deputy Registrar and Librarian at the Catholic University College of Ghana | 2017 |

**External Examiner/Assessor:**

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| 1. External Examiner for Assessment of Promotion documents, University of Mines and Technology (UMaT), Tarkwa  | 2023 |
| 2. 13 <sup>th</sup> Regular Meeting of the Appointments and Promotions Board of the Sunyani Technical University to interview applicants for the position of Junior Assistant Registrars | 2020 |

**COMMUNITY SERVICE (WITHIN THE UNIVERSITY)**

**Member of the following Committees:**

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| 1. Affiliations Committee   | 2023-date   |
| 2. Committee for the Development of an Organogram for the Quality Assurance and Academic Planning Directorate at UENR | 2023        |
| 3. 7 <sup>th</sup> Congregation Planning Committee  | 2023        |
| 4. Committee on the Establishment of Distance Learning Centre at UENR   | 2021-2022   |
| 5. Quality Assurance and Academic Planning Committee  | 2021 - date |
| 6. Public Lecture Planning Committee  | 2022 - date |
| 7. Board for International Relations Office   | 2021- date  |
| 8. Central Undergraduate Admissions Committee   | 2022- date  |
| 9. Fee Fixing Committee   | 2018 - date |
| 10. Examinations Audit Committee  | 2022 - date |
| 11. 10 <sup>th</sup> Matriculation Planning Committee   | 2022        |
| 12. Committee for Teaching, Learning and Assessment Policy  | 2022        |
| 13. UENR Covid-19 Response Committee at UENR  | 2020 - date |
| 14. Committee to finalise the Criteria for Appointments and Promotions for Senior Members                             | 2020        |
| 15. Committee for the Establishment of a UENR Campus at Akyem Afosu   | 2022 - date |
| 16. Committee for the Harmonisation of Weekend programmes   | 2021        |
| 17. 5 <sup>th</sup> Congregation (Virtual) Planning Committee   | 2020        |
| 18. Send off and Investiture Planning Committee   | 2020        |
| 19. 8 <sup>th</sup> Matriculation and 1st Special Graduation of the School of Graduate Studies                        | 2019        |

20. 3 <sup>rd</sup> Congregation Planning Committee	2018
21. 7 <sup>th</sup> Matriculation Planning Committee	2018
22. Committee for the Review of Students' Handbook	2018-2020
23. Harmonisation of Grading System and Classification of Diplomas	2018
24. UENR Cooperative Credit Union Strategic Planning Committee	2018
25. Academic Board	2016-2018
26. Administrative Appointments and Promotions Committee (Non-Teaching Senior Members)	2016-2018
27. University Students' Information System Investigations Committee	2018
28. Strategic Planning Committee	2015-2016
29. Dormaa Ahenkro Campus Commencement Committee	2014-2015
30. CIRCLE Implementation Committee	2016-2017
31. Tender Opening and Evaluation Committee for goods and services	2017a
32. Tender Opening and Evaluation Committee for goods and services	2017b

**Secretary to the following Committees:**

1. Committee on the Establishment of Distance Learning Centre at UENR	2021-2022
2. Executive Committee	2018 - date
3. Honorary Degrees and other Awards Committee	2022 - date
4. Committee for the Establishment of a UENR Campus at Akyem Afosu	2022 - date
5. Library Committee	2018 - date
6. Committee for the Harmonisation of Weekend programmes	2021
7. 5 <sup>th</sup> Congregation (Virtual) Planning Committee	2020
8. 8 <sup>th</sup> Matriculation and 1 <sup>st</sup> Special Graduation of the School of Graduate Studies	2019
9. 3 <sup>rd</sup> Congregation Planning Committee	2018
10. 7 <sup>th</sup> Matriculation Planning Committee	2018
11. Committee for the Review of Students' Handbook	2018-2020
12. Harmonisation of Grading System and Classification of Diplomas	2018
13. Central Undergraduate Admissions Committee	2018-2021
14. Examinations Audit Committee	2018-2020
15. Sports and Recreation Committee	2018-2021
16. University Students' Information System Investigations Committee	2018
17. Strategic Planning Committee	2015-2016
18. Dormaa Ahenkro Campus Commencement Committee	2014-2015
19. CIRCLE Implementation Committee	2016-2017
20. Board of Earth Observation Research and Innovation Centre	2016-2018

**ASSOCIATIONS:**

Ghana Association of University Administrators	2013-date
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**WORKSHOPS AND CONFERENCES ATTENDED**

1. **Participant**, Governing Council and the Future of Public Universities in sub-Saharan Africa. Professor George K.T. Oduru. IEPA-UCC Webinar Series Presentation, Thursday September 30, 2021.

2. **Participant**, Strengthening Higher Education Management in Africa. Webinar by the Association of African Universities. September 27, 2021.
3. **Participant**, Association of African Universities' 15<sup>th</sup> Quadrennial General Conference which was hosted virtually from July 5-8, 2021.
4. **Participant**, Virtual Meeting on HAQAA2: Quality Assurance – Online Teaching and Learning including Assessment. Host: Association of African Universities. May 31, 2021.
5. **Participant**, Webinar on University Leadership and Management in the Era of Covid-19. Continental Education Strategy for Africa (CESA) Higher Education Focus series. June 29, 2021
6. **Participant**, Strengthening Personal, Leadership, Development, and Work Readiness of Graduates in African Universities". May 26, 2021
7. **Participant**, Preparing Higher Education Students for a Complex World: Exploring the Fluidity of Teaching, Learning, and Curriculum Post-COVID. May 12, 2021
8. **Participant**, Towards the Development of a Continental Database for Effective Policy Formulation on CESA (HE) Initiatives. May 6, 2021
9. **Participant**, Digital Accessibility and Open Access for Higher Education Institutions: Where are we"? AAU, November 13, 2020
10. As part of the UNILEAD training programme, I participated in the following training sessions at the Carl von Ossietzky University of Oldenburg, Germany:
  - a. A contact phase in February/March 2020, for Modules in 'Project Management' and 'Strategic Management' in Higher Education Institutions.
  - b. Two online phases (January 2020 – February 2020 and March 2020 – September 2020).
  - c. A 2-week online phase (June 22, 2020 – July 05, 2020) for a module in 'Student Engagement and Digitalisation in Higher Education'; and
  - d. 8-week online phase and an online session (September 13-25, 2020) in a Module in 'Human Resource Management in Higher Education Institutions'.
11. **Participant**, 4<sup>TH</sup> WORKSHOP OF TRAINIQAFRICA: Quality Management and its linkages to Higher Education Management. June 20-24, 2016, Accra, Ghana.
12. **Participant**, 3<sup>RD</sup> WORKSHOP OF TRAINIQAFRICA: Quality Assurance in Teaching and Learning in Higher Education Institution. November 2 -6, 2015, Abuja, Nigeria
13. **Participant**, 2<sup>ND</sup> WORKSHOP OF TRAINIQAFRICA: Tools and Procedures for Quality Assurance in Higher Education Institutions. June 14-22, 2015, Essen, Germany
14. **Participant**, 1<sup>ST</sup> WORKSHOP OF TRAINIQAFRICA: Designing Effective Quality Assurance Systems. March 16-20, 2015. Accra, Ghana
15. **Participant**, National Accreditation Board's Stakeholders' Forum on Improving Standards in Tertiary Education in Ghana. 2<sup>nd</sup> December 2015, Accra, Ghana.
16. **Participant**, Brong Ahafo Regional Forum on the National Long-Term Development Plan Held on Monday, October 12 to Tuesday, October 13, 2015, at the Tyco City Hotel, Sunyani.
17. **Participant**, National Accreditation Board's Stakeholders' Forum on Promoting Quality Tertiary Education in Ghana: The role of accreditation. March 10, 2014, Miklin Hotel, Kumasi.
18. **Participant**, Training Workshop for Enhancing Skills towards Internal Quality Assurance Development: Modules in shaping a modern curriculum, Quality Assurance Accreditation and Enhancement, External Evaluation by Peer Review, An Introduction to SWOT Analysis, Action Planning and Performance Indicators, An Introduction to Risk

Management - Professor Emeritus Andrew Cobb, 23-24<sup>th</sup> October 2013, Accra, Ghana.

19. **Participant**, Workshop on Academic Quality Assurance and Leadership in higher education management -Wednesday, February 2013, University of Energy and Natural Resources, Sunyani.

### **TRAINING FACILITATED**

1. **Facilitator**, A 2-day conference on university leadership and management on the theme “University Administrators in Changing (Challenging) Times” organised by the UENR Chapter of the Ghana Association of University Administrators (GAUA) from June 23-24, 2022, in Sunyani, Ghana.
2. **Facilitator**, Innovative Teaching and Assessment Practices in Higher Education. UENR-Sunyani. January 2022.
3. **Facilitator**, Skills Enhancement Programme for Youth Entrepreneurship during the Inauguration of the Regional Youth Parliament (Bono Region). National Youth Authority (NYA). September 2021.
4. **Facilitator**, Dealing with Students as our customers? New Perspectives and roles of HoDs. UENR-Sunyani. August 2021.
5. **Facilitator**, Promoting Entrepreneurship, and Innovation Ghana to enhance Job creation. National Entrepreneurship and Innovative Programme (NEIP), UENR- Sunyani. January 2020.
6. **Facilitator**, Financial Literacy and Entrepreneurship under GIZ/GEA - Ghana Enterprise Agency (GEA), UENR- Sunyani. May, 2018.

### **THESES SUPERVISIONS**

1. PG 8258612 (2014). Local participation in the decentralised development planning process: A case of Sunyani Municipality. Master of Public Administration, KNUST. Role: Supervisor.
2. PG 8203112 (2014). Contribution of internally generated funds to the development of the Sunyani Municipality. Master of Business Administration, KNUST. Role: Supervisor.
3. PG 8173912 (2014). The effects of microfinance on small and medium scale enterprises in the Sunyani Municipality: A case study of Multi Credit Savings and Loans Limited. Master of Business Administration, KNUST. Role: Supervisor.
4. 6875311 & 6859411 (2014). Effects of training and development programmes on the operations of Baduman Rural Bank. Bachelor of Science in Business Administration, KNUST. Role: Supervisor.
5. PG 8874413 (2017). The role of customer care in health service delivery in the Methodist Hospital, Wenchi. Master of Business Administration, KNUST. Role: Supervisor

### **TEACHING/RESEARCH INTERESTS**

Urban land use planning; urban politics; urban planning legislation; spatial transformation; land administration; and urban governance.

**REFEREES:**

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