

CURRICULUM VITAE

ANDREWS KWASI BOATENG MPhil, CEMBA, BA.

1. PERSONAL DETAILS

REGISTRAR, Kwame Nkrumah University of Science and Technology, Kumasi, P.O. Box Private Mail Bag, University Post Office, KNUST, KUMASI

- Tel: 0322060331 (Office), 0208186147/0268186147 (Mobile)
- Email: registrar@knust.edu.gh/andboat100@yahoo.com
- Date of Birth: 1st August, 1965
- Marital Status: Married

2. ACADEMIC QUALIFICATION

Date	Qualification	Institution
2010	Commonwealth Executive Masters in Business Administration	KNUST
2000	Master of Philosophy (Devt. Studies)	University of Cape Coast
1991	Bachelor of Arts, (Economics) (Upper Division)	University of Cape Coast
1991	Diploma in Education	University of Cape Coast
1985	Advanced Level Certificate	Opoku Ware School, Kumasi
1983	Ordinary Level Certificate	Opoku Ware School, Kumasi

3. MANAGERIAL/ADMINISTRATIVE EXPERIENCE

Registrar , KNUST	(Jan., 2017-Date)
Registrar , University of Energy and Natural Resources, Sunyani	(April, 2012 – Dec. 2016)
Deputy Registrar , (HRD) KNUST	(March, 2012 – April, 2012)
Ag. Deputy Registrar , (Gen. Admin) KNUST	(Nov, 2008 – March, 2012)
Head , KNUST Accra Office	(July, 2006 – Nov, 2008)
Coordinator , KNUST, IDL, Accra	(July, 2006 – Nov, 2008)
Ag. College Registrar/Snr. Asst. Registrar , College of Science, KNUST	(Jan., 2004 - July, 2006)

Assistant Registrar , Vice-Chancellor's Office, KNUST	(March, 2000 - July, 2004)
Assistant Registrar , (HRD) KNUST	(Oct, 1999 - March, 2000)
Investment Promotions Officer , Central Region Development Commission (CEDECOM) Cape Coast	(Sept, 1997 – Sept, 1999)
Tutor , Christ the King Cath. Snr. High School, Obuasi	(Nov, 1991 – Sept, 1994)

4. SERVICE TO UNIVERSITY COMMUNITY

(I) KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY (KNUST)

Registrar , KNUST	(2017-Date)
Acting Registrar , KNUST (between August 13 – 31, 2010)	(2010)
In Attendance, @ Council (to assist the Registrar)	(2008 – 2012)

a. Chairman of Committees:

- Disciplinary Committee to investigate misconduct of a junior library assistant (2010)
- Sub-Committee to collate proceedings of Seminar on Security (2004)

b. Secretary of Committees:

- Governing Council (2017-Date)
- University Act and Statutes Review Committee (2010-2012)
- Entity Tender Committee (2008-2012)
- Standing and Finance Committee (2008-2012)
- Development Committee (2008-2012)
- Welfare Services Board (2008-2012)
- Council Appointed- Committee, to review the criteria for appointment and promotions (2010)
- Collegiate Review Committee (2008)
- Council Appointed- Committee, to review a petition of dismissal of a senior administrative assistant (2008)
- Council Appointed- Committee to review promotion petition of two senior members (Teaching) (2008)
- Search Committee for the Appointment of Registrar of KNUST (2006)

- Committee for the Establishment of Executive Masters in Ministry and Management (2003)
- Planning and Resources Committee (2002 - 2004)
- Administration Committee (2002 - 2004)

c. Asst. Secretary of Committees:

- Golden Jubilee Planning Committee (2002)
- Strategic Planning Committee (2001)

d. Member of Committees:

- University Appointments and Promotions Committee (2017-Date)
- Academic Board (2017-Date)
- Executive Committee (2017-Date)
- Welfare Services Board (2017-Date)
- Residence Committee (2017-Date)
- Entity Tender Committee (2017-Date)
- Ghana Universities Superannuation Scheme – KNUST (2017-Date)
- 60th Anniversary Planning Committee (2011)
- Committee for the Naming of University Facilities (2011)
- Congregation Planning Committee (2008-2012)
- Procurement Committee (2008-2012)
- Tender Evaluation Panel (Works & Goods) (2008-2012)
- Transport Organization Management Committee (2008-2012)
- Security Services Management Committee (2008-2012)

e. Coordinator of Workshops:

- Retreat for Provosts, Deans and College Registrars at Anita Hotel, Kumasi. (2011)
- Annual Retreat for Senior Members of the Registrar's Offices at Koforidua (2011)
- Research Retreat at Busia for Senior Members, College of Science (2005)
- Security and PhD Studies at KNUST (2004)

f. Liaison officer:

- Between KNUST and National Institutional
Renewal Programme (2000-2001)

(II) UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR)

a. Secretary of Committees:

- Governing Council (2012-Date)
- Academic Board (2012-Date)

b. Member of Committees:

- Welfare Services Board (2012-Date)
- Executive Committee (2012-Date)
- University Appointment and Promotions
Committee (2012-Date)
- Quality Assurance and Planning Committee (2012-Date)
- Research, Conferences and Scholarships Committee (2012-Date)
- Grants Steering Committee (2012-Date)
- Undergraduate Admissions Committee (2012-Date)
- Appointments and Promotions Committee
(Jnr & Snr Staff) (2012-Date)
- Administration Appointments & Promotions Committee
(Senior Members) (2012-Date)
- Statutes Committee (2013)
- Joint Transition Team of KNUST/UENR (2012-2013)
- Standing and Finance Committee (2013-Date)
- Honorary Degree and other Awards Committee (2013-Date)
- Development Committee (2013-Date)
- Entity Tender Committee (2013-Date)
- Committee for Establishment of Kenyasi Campus (2015-Date)

5. SERVICE TO NATION/INTERNATIONAL COMMUNITY

a. External Assessor to Higher Education Institutions:

- Registrar's Offices, University of Ghana (2018-Date)
- Registrar's Offices, University of Education, Winneba (2016-Date)
- National Council for Tertiary Education (NCTE), Accra (2016-Date)
- Registrar's Offices, Koforidua Technical University (2015-Date)
- Registrar's Offices, University for Development Studies, Tamale (2012-Date)
- Registrar's Offices, Ho Technical University (2010)

b. Chairman, Member and Secretary to National/International Committees:

- **Chairman**, Search Committee for the appointment of College Secretary, Wesley College of Education, Kumasi (2020)
- **Chairman**, Search Committee for the appointment of Registrar, Koforidua Technical University, Koforidua (2019)
- **Member**, Search Committee for the appointment of Registrar, University of Education, Winneba (2017)
- **Chairman**, Search Committee for the appointment of Registrar for Kumasi Polytechnic (now Kumasi Technical University) (2015)
- **Secretary**, Search Committee for the Appointment of Rector for Kumasi Polytechnic (now Kumasi Technical University) (2010)
- **Secretary**, Presidential Committee on Emoluments for Article 71 Office Holders (2010)
- **Secretary**, Task Force to Appraise Secretariat of the Association of African Universities (AAU) (2004)

c. Member of Governing Councils:

- St. Joseph's College of Education, Bechem (2015-2017)
(representing NCTE)
- Kessben University College, Kumasi (2015-Date)

d. Other Services

Education

- **Chairman**, Committee of Registrars & Finance Officers (CRFO) of Public Universities (2018 – 2020)

Church-Related Activities:

- **Patron**, Methodist Youth Fellowship & Christ Little Band, Calvary Methodist Church, Fiapre – Sunyani (2014-Date)
- **Patron**, University Choir, KNUST (2010-Date)
- **Leader**, Ebenezer Methodist Church, Bomso-Kumasi (2008-Date)
- **Leader**, Calvary Methodist Church, Fiapre – Sunyani (2014-Date)
- **Connexional Financial Secretary** Methodist Youth Fellowship (1995-1999)
- **Executive Member**, Kumasi Diocese, Methodist Youth Fellowship (1993-1995)

Facilitator/Resource Person:

- Paul Effah Centre for Academic Leadership and Management (PECALM) (2018-Date)
- KNUST IDL, Sunyani Centre (2013-2015)

Rapporteur:

- Senior Academic Leadership Training (SALT) workshop (2012)

Resource Person:

- Orientation Programmes for KNUST IDL Students, Accra Centre (2009-2010)

Panel

- Interview Panel Member, Christ Apostolic University College, Kumasi (2012)

Judge:

- KNUST, SRC-organized Genius Challenge Competition (2009)

6. ASSOCIATIONS

Member

- Vice-Chancellors Ghana (2012 – Date)
- Methodist Men's Fellowship (2011-Date)

- Ghana Association of University Administrators

(1999–Date)

7. PUBLICATIONS

PAPERS AND MEMORANDA

The Registrar's Offices has functions ranging from Human Resources, Students Affairs, Academic Affairs and General Administration and Council Affairs. Registrars therefore become 'repositories of decisions' and are better placed to cause a change in policy direction in the best interest of their institutions through Memos and Papers. I have therefore written Memos and Papers invariably to announce/cause changes in policies as a University administrator from **1999 till date** (detailed below).

1. Effah, Paul, **Boateng, A.K**, (2016) Colleges of Education Governance Guide Book and Resources Commissioned by the NCTE – ***(A Document developed for the training of members of Councils of all Colleges of Education in Ghana. The Document has been accepted by the NCTE and is to be implemented)***.
2. **Boateng, A.K** (2016) Establishment of vacancies for Assistant Registrar positions in the Registrar's Offices at UENR. – ***(The Memorandum has been accepted by Council and it is being implemented)***.
3. **Boateng, A.K** (2016) Appointment or election of Pro Vice-Chancellors: The case of UENR. ***(A Position Paper justifying the appointment instead of election of Pro Vice-Chancellor at UENR. The Paper was accepted and implemented by Council)***.
4. **Boateng, A.K** (2014) The operation of a Hall/Hostel System at UENR. ***(The Paper was accepted in principle by Council)***.
5. **Boateng, A.K** (2014) Appointment of Management Team into Substantive positions at the University of Energy and Natural Resources. ***(The Memorandum was accepted by Council and has since been implemented)***.
6. **Boateng, A.K** (2014) A Proposal to establish an Institute of Distance Education/Learning and run distance learning programmes at UENR. ***(The Paper was endorsed by the Academic Board and approved by Council)***.
7. **Boateng A. K**, Andoh J. S (2012) Skills for contemporary University Administrator. The Paper highlighted the need for contemporary administrators to have multiple

skills considering the trends in HE Landscape. ***(The issues raised in the Paper had eventually been discussed at Registrar's Office).***

8. **Boating, A.K.** (2010) Appointment of Adjunct Professors/Lecturers in the KNUST School of Business. ***(The focus of the Paper was on how to improve the delivery of teaching in the Business School).***
9. **Boateng, A.K.** (2010) Delivery of Effective Customer Relationship Management in the University: The Role of the Registrar's Offices. ***(The Paper highlighted the need for the Registrar's Offices to provide effective customer services to the University's Publics).***
10. **Yebo-Okrah, K. Boateng A.K.** (2009) The case for the re-introduction of Certificate, Diploma and Top-Up Programmes at KNUST. ***(The Paper was accepted by the Academic Board and Council and was implemented).***
11. **Boateng, A.K., A. Twumasi** (2009) University Housing Policy: The Need for a Review. ***(The Paper is being implemented).***
12. **Boateng, A.K.** (2010) Maximizing the Returns on University Facilities: The Case of the Kumasi Guest Houses, the Great Hall and Others. ***(The Paper focused on effective utilisation of facilities in generating additional sources of revenue for the University).***
13. **Boateng, A.K.** (2010) University Council Retreat. A Working Document developed, on "Rebranding of the University", submitted to Council. ***(Council accepted the Document).***
14. **Boateng, A.K. Margret Dzisi** (2010) Mainstreaming Succession Planning at KNUST. ***(The Paper highlighted the imperative to institute succession planning in an Institution, such as KNUST).***
15. **Boateng, A.K.** (2010) Confidentiality at the Workplace. ***(The Paper drew attention of Management to the problem of lack of confidentiality at the work place and how to address the problem).***
16. **Boateng, A.K.** (2010) Establishment of Maintenance Management Committee.

17. **Boateng, A.K.** Panford S, (2010) Institution of Annual Best Worker and Best Driver Awards in Honour of the Late Messrs Michael Nyame and Justice Osei Kwaku. ***(The Memorandum is being implemented)***.
18. **Boateng, A.K.** (2010) Customer Relations Management in the Hospitality Industry – The Case of the KNUST Guest House Accra.
19. **Boateng, A.K.** (2009) Staff Guide/Handbook. ***(A very useful handbook for orientation of newly employed staff)***.
20. **Boateng, A.K.** (2009) Payment of Night Allowances to Drivers.
21. **Boateng, A.K.** (2008) Development of KNUST Property at Ridge, Accra. ***(The Proposal is under serious consideration)***.
22. **Boateng, A.K.** (2008) Proposed Upgrading of Focus FM into Community Radio and Hosting of International Conference on Media Pluralism in Africa – A Proposal to UNESCO.
23. **Boateng, A.K.** (2008) Naming of Streets and Buildings at KNUST. ***(The Memorandum has been implemented)***.
24. **Boateng, A.K.** (2008) Issues in Distance Learning, Accra Centre and some cost cutting measures. ***(The Memorandum drew the attention of University Management to reducing waste with regard to the running of distance learning programme in Accra)***.
25. **Boateng, A.K.** (2006) KNUST Accra Office; a New Direction.
26. **Boateng, A.K.** (2005) Computerized Database for the College of Science. ***(The proposal was accepted for implementation by the Teaching and Learning Innovative Fund (TALIF) of the NCTE)***.
27. **Boateng, A.K.** (2000) Trade Fairs and the Development of Industries. The case of the Greater Accra and Ashanti Regions.
28. **Boateng, A.K.** (1991) The Potential Role of Tourism in the Development of the Central Region.

8. WORKSHOPS/CONFERENCES/SEMINARS ATTENDED

- **Represented KNUST**, Workshop for Centralized Admissions for Public Universities of Ghana, UK, November 2018
- **Represented KNUST**, Effective Leadership in Higher Education, Vienna University, Austria, August – September, 2018
- **Represented KNUST**, Executive and Professional Management Development Seminar for Senior Managers of Public Universities in Ghana, University of St Andrews, Scotland, June 2017
- **Represented KNUST**, NASFA, Philadelphia, USA, May 2018
- **Represented UENR** at Association of African Universities (AAU) 9th Leadership Development Workshop, Accra, 2016
- **Served as Rappporteur** at Retreat for KNUST GUSSS Management Board held at – Beige Village New Abesim, 1- 4th August, 2016.
- **Served as Rappporteur** at Retreat for KNUST GUSSS Management Board held at – Elimina Beach Resort, 4 - 7th August, 2016.
- **Represented UENR** at Worldwide University Ranking Public Lecture (British Council, Accra), 2016.
- SALT, for Members of University Councils, 2016.
- 64th Annual New Year School organized by the University of Ghana, 2014.
- **Represented UENR** at Association of Commonwealth Universities (ACU) Centenary Conference in London, UK, 2013.
- **Represented UENR** at Workshop on Leadership and Financial Management organized by the University of Leicester, UK 2013.
- **Served as Rappporteur** at Seminar on Senior Academic and Leadership Training by the NCTE and Carnegie Corporation of New York, 2012.
- **Represented the Presidential Committee on Enrolments** at a Seminar organized by the Centre for Democratic Development (CDD), Ghana in Accra on the topic “The 1992 Constitution and Emoluments of Article 71 Office Holders, Challenges and Opportunities for Reform”, 2011.
- **Represented the Presidential Committee on Emoluments** at Workshop organized by the Institute of Economic Affairs (IEA) in Accra on the topic “Determination of Emoluments – A Critique of Article 71 of The 1992 Constitution”.
- **Represented the Registrar, KNUST** at Association of Commonwealth Universities (ACU) Annual Conference for Executive Heads Held in Cape Town, South Africa, 2010.
- **Represented KNUST** at the 5th Annual Internal Audit Forum Held in Accra, 2010.
- **Served as Rappporteur** at a Workshop for Members of KNUST Council on “Rebranding of the University” at Akosombo, 2010.
- Ghana Association of University Administrators (GAUA) Congress held at University of Cape Coast, 2010.
- **Served as Coordinator** of Annual Retreat for Senior Members in the Registrar’s Offices in Koforidua, 2011.

- **Participant**, Professional Development Workshop for Senior Members in the Registrar's Offices at Pepease, Eastern Region.
- **Served as Resource Person** at a Public Lecture Organized for Senior Members in the Registrar's Office, Ghana Telecom University College (GTUC) Accra, 2007.
- **Served as Resource Person** at, Career Guidance Clinic for Students of Sakumono School Complex. 2007.
- **Served as Rappouteur**, Seminar for Senior Members in the Registrar's Office. 2005.
- **Participant**, Seminar on changing face of Higher Education: New challenges and opportunities for the University Administrator, organised by the KNUST Branch of the Ghana Association of University Administrators at KNUST, 2008
- **Participant**, Management Workshop for College Teams of KNUST, Anyinam Lodge, Obuasi, 2005.
- **Served as Coordinator** at Research Retreat for Senior Members of the College of Science at Busua, 2005.
- **Participant**, Workshop on Sexual Harassment in Ghanaian Universities organized by University of Cape Coast, 2003.
- **Participant**, ICT Workshop organized by the Committee of Vice-Chancellors and Principals (CVCP) at Busua, 2003.
- **Participant**, Workshop on Human Resources Management organized by Ghana Employers Association, February, 2000.
- **Participant**, Workshop on Village Infrastructure Project (VIP) at Cape Coast, 1999.
- **Participant**, Workshop on Developing a Workable Business Plan at Cape Coast, 1999.
- **Participant**, Workshop on Survey for Needs of the People with Disability at Cape Coast, 1999.

9. REFEREES

- Dr. Paul Effah
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Former Executive Secretary
National Council for Tertiary Education, Accra.
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