

TWIN PALM LEADERSHIP UNIVERSITY CHARTER

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1. PREAMBLE

The document may be cited as TWIN PALM LEADERSHIP UNIVERSITY (TPLU) 2015 Charter and shall come into operation on such a date as the Ministry of Education approves.

1.1. NAME

TWIN PALM LEADERSHIP UNIVERSITY – hereinafter referred to as the University
Address: P.O Box FW 271 Lusaka, Zambia.

1.2. IDENTITY

TWIN PALM LEADERSHIP UNIVERSITY shall be a Christian Institution that upholds the supremacy of God Almighty and shall therefore function on Christian principles while providing well-balanced education of high standards.

1.3. VISION

“Raising informed Leaders for a better society”

2. PRELIMINARY

2.1. Definition of Terms

i. Stakeholders

Trustees
Board Members
Management and Staff
Current Student Study
Alumni
Prospective Students

ii. Board of Trustees

These are the founders and contributors.

iii. Board of Governance/University Council

This is the Supreme governing body of the University, commonly referred to as the University Council in the University ACT No. 11 of 1999.

iv. The Senate

This is the Academic Authority of the University.

v. Principal Officers

These are the University Administrators.

vi. The Search Committee

This is a committee constituted to hire the Vice Chancellor/President and the two Deputy Vice Chancellor's/ Vice President Internal affairs (Admin and Academic) and Vice President External Affairs.

3. ESTABLISHMENT AND HISTORY

TWIN PALM LEADERSHIP UNIVERSITY an Inter-denominational University, is born for the purpose of Empowering leaders for through Education.

4. FUNCTIONS OF THE UNIVERSITY

The general functions of the University are to:

- i. Empower leaders through Education for the kingdom and market place.
- ii. Provide University education; promote research and advancement of learning.
- iii. Disseminate knowledge and offer the opportunity of acquiring University education to all persons who meet all the stipulated University academic or professional qualifications.

5. MEMBERS

The University is held in trust by Board of Trustees and administered by Principal Officers who are supported by Faculty, Staff and General workers.

5.1. Board of Trustees

The Trustees shall be selected from among the stakeholders and will hold property on behalf of the stakeholders.

5.1.1. Composition

- i. Board Representative
- ii. Founders Representative
- iii. The Vice Chancellor
- iv. Heart Representative

5.2. Chancellor and Principal Officers

5.2.1 Chancellor

- i. There shall be a Chancellor for Twin Palm Leadership University who shall be Titular Head of the University, and shall be appointed by the Board of Governance on the recommendation of a Search Committee this is a voluntary position.
- ii. The person appointed to the office of Chancellor shall hold office for Three years, renewable.
- iii. The Chancellor may resign or be retired upon giving one-month notice as stipulated in that person's contract.

5.2.2 Principal Officers

i. Vice Chancellor/President

- There shall be a Vice Chancellor for Twin Palm Leadership University appointed by the Board of Governor's on recommendation of a Search Committee who shall be the academic, financial, and administrative Head of the University and preside at the Ceremonial Assemblies of the University and confer all degrees and other academic titles and distinctions of the University.
- A person appointed to the office of the Vice Chancellor shall hold office, on such terms and conditions as shall be specified in that person's contract for a period of five years, renewable.

ii. Deputy Vice Chancellor

There shall be two Deputy Vice Chancellors for the University appointed by the Board of Governors on the recommendation of a Search Committee. The Deputy Vice Chancellors

shall assist the Vice Chancellor in his/her duties and shall act in the office of the Vice Chancellor in his/her absence.

A person appointed to the office of Deputy Vice Chancellor shall hold office, on such terms and conditions as shall be specified in that person's contract for a period of four years, renewable.

iii. Registrar/Director of Administration

There shall be a Registrar of the University appointed by the Board of Governance on the recommendation of the Vice Chancellor, who shall under the direction of Vice Chancellor, be responsible for the general administration of the University, including the custody of the University Seal.

A person appointed to the office of Registrar shall hold office, on such terms and conditions as shall be specified in that person's contract for a period of four years, renewable.

iv. Director Development and Operations

There shall be a Director of Development and Operations for the University appointed by the Board of Governance on the recommendation of the Vice Chancellor, who shall under the direction of Vice Chancellor, be responsible for the development, operations, including the custody of its property and the administration of its assets.

A person appointed to the Director of Development and Operations shall hold office, on such terms and conditions as shall be specified in that person's contract for a period of four years, renewable.

v. Dean of Schools

There shall be a Dean of Schools for the University appointed by the Board of Governance on the recommendation of the Vice Chancellor, who shall under the direction of Vice Chancellor, be responsible for the management of their respective schools.

A person appointed to the office of Dean of Schools shall hold office, on such terms and conditions as shall be specified in that person's contract for a period of four years, renewable.

vi. Dean of Students

There shall be a Dean of Students for the University appointed by the Board of Governance on the recommendation of the Vice Chancellor, who shall under the direction of Vice Chancellor, be responsible for the management of student affairs and shall exercise superintendence over the student affairs unit.

A person appointed to the office of Dean of Students shall hold office, on such terms and conditions as shall be specified in that person's contract for a period of four years, renewable.

vii. Campus Pastor/Chaplain

There shall be a Campus Pastor for the University appointed by the Board of Governance on the recommendation of the Vice Chancellor, who shall under the direction of Vice Chancellor, be responsible for providing spiritual leadership and counseling to the students and staff.

A person appointed as Campus Pastor shall hold office, on such terms and conditions as shall be specified in that person's contract for a period of four years, renewable.

6. ACADEMIC PROGRAMMES AND DEGREES

The University shall offer the following Programmes and Degrees:

6.1. Programmes

- i. Leadership School of Theology
- ii. Leadership School of Business
- iii. Leadership School of Agriculture
- iv. Leadership School of Education
- v. Leadership School of Humanities and Social Sciences
- vi. Leadership School of Science and Technology
- vii. Leadership School of Medicine
- viii. Leadership School of Law
- ix. Leadership School of Mass-communication
- x. Leadership School of Engineering

6.2. Degrees

i. Under-graduate Studies

- Bachelor's degrees

- Diploma
- Certificate

- ii. **Graduate Studies**
 - Masters Degrees

- iii. **Post graduate studies**
 - Doctor of Philosophy (PH.d)
 - Doctor of Ministries
 - Post Graduate Diplomas

The University will also confer Honorary Degrees to deserving Leaders.

7. SEARCH COMMITTEE

The Search Committee shall be established by the Board of Governance, as need arises. The Board of Governance shall constitute an adhoc Search Committee for the University consisting of seven members who have experience in the administration, management and academic life of Universities.

The functions of the search committee include the following;

- i. To advertise locally and internationally the posts of Vice- Chancellor and Deputy Vice-Chancellor whenever the posts fall vacant
- ii. To select, from among the applicants, the candidate for the post of Vice-Chancellor or Deputy Vice-Chancellor and,
- iii. To submit a recommendation to the Board of Governance. (University Council).

8. GOVERNANCE OF THE INSTITUTION

The University shall have two governing bodies:

- i. The Board of Governance
- ii. Senate

These shall execute their functions through their respective committees.

8.1. Board of Governance (University Council)

The Board of Governance is a corporate body tasked to govern the affairs of the Institution. It is capable of suing and may be sued in its corporate name.

8.1.1. Composition of Board of Governance

- i. Two members Representing the Founders
- ii. Two members Representing Contributors
- iii. Five to seven members from various disciplines whose qualifications make them suitable for participation on the Board
- iv. Vice Chancellor

8.1.2. Board of Governance Committees

The Board of Governance shall operate through the following committees:

- i. Executive Committee
- ii. Academic and standards committee
- iii. Finance and Audit committee
- iv. Human Resources, Remuneration and Administration committee
- v. Development Committee
- vi. Fundraising, Projects and International Committee

8.2. Senate

There shall be a Senate for the University which shall be the academic authority of the Institution subject to the authority and decision of the Board of Governance.

8.2.1. Composition

- i. Vice Chancellor – Chairs
- ii. Deputy Vice Chancellor
- iii. Registrar – Secretary
- iv. All Principal Officers
- v. All Deans
- vi. Head of Departments (HOD) – Academic
- vii. Representatives of academicians drawn from various disciplines of society.

7.2.2. Committees of the Senate

The University Senate executes its functions through the following committees, and any other such Committees to be created by the Senate as and when needed:

i. **Academic Standards Committee.**

Composition:

- Deputy Vice Chancellor – Chairperson
- Registrar – Secretary
- Deans of Schools.
- Heads of Departments
- One representative from each school.
- Dean of Students
- Campus Pastor

ii. **Admissions Committee**

Composition:

- Registrar – Chairperson
- Assistant Registrar admissions – Secretary
- Deans of Schools
- One Representative from each School.
- Dean of Students.
- Heads of Departments.

iii. **Library, Research and Publications**

Composition:

- Vice Chancellor – Chairperson
- Librarian – Secretary
- Heads of Departments
- Directors Graduates and Post-Graduates Studies

iv. **Board of Graduate and Post-Graduate Studies**

Composition:

- Vice Chancellor – Chairperson
- Director of Graduate or Post-Graduate Studies (Alternating)– Secretary
- Deputy Vice Chancellor
- Registrar
- Deans of Schools
- Assistant Director Graduate/Post. Graduate Studies
- Dean of Students

v. **Graduation Committee**

Composition:

- Deputy Vice Chancellor – Chairperson
- Assistant Registrar Examination – Secretary
- Deans of Schools
- Chairpersons in Schools
- All Heads of Departments

vi. **Examination Irregularities Committee**

Composition:

- Dean of a School – Chairperson
- Assistant Registrar Examinations – Secretary
- Dean of Students
- One representative from each school

vii. **Scholarships and Prizes Committee**

Composition:

- Scholarships and Prizes Co-ordinator
- Registrar – Secretary
- Deputy Vice Chancellor
- Deans of Schools
- Dean of Students
- Campus Pastor

viii. **Board of Studies**

There will be a board of studies in each school to organize the structure and content of the instruction and study in respective disciplines. The board of studies will be required to send minutes to Senate, periodically.

Composition:

- Dean of School – Chairperson
- All faculty members of the school
- Interns
- One representative from other schools
- Assistant Registrar in a school – Secretary.

ix. **Board of Examiners**

There shall be a Board of Examiners to moderate final examination results in respective Schools which will send its recommendations to Senate.

Composition:

- Dean of School – Chairperson
- All faculty members of the school
- Interns
- One representative from other schools
- Assistant Registrar in a school – Secretary.

9. UNIVERSITY STAFF

There shall be three categories of staff for the University, designated as Faculty, Administrative Staff and Other Workers.

9.1. Faculty (Academicians)

The Vice Chancellor, the Deputy Vice Chancellor, the Dean of Students, the Deans of Schools, Librarian

and all full time members of staff engaged in teaching, research are Faculty Members of the University.

9.2. Administrative Staff

The Administrative Staff shall consist of persons employed by the University other than the academic staff, who hold administrative professional and Technical posts designated by the Council as senior posts.

9.3. Other Workers

The Other Workers shall consist of persons employed by the University who are neither members of the Academic staff nor of the Administrative staff.

10. FINANCIAL PROVISIONS

10.1. Funds and Resources

The University is a faith based, non-profit making, tax exempted Institution whose resources are drawn from well wishers, School fees and services that are rendered to the public.

10.2 Budgeting

The Institution operates on an annual budget that is drawn by Administration, verified by the office of the Vice Chancellor. The approval thereof is done by the Board of Governance.

11. SUMMARY OF STATUTES

All persons involved in the governance and operations of the Institution will be required to uphold the statutes in this Charter.

13. AUTHENTICATION STATEMENT:

Submitted by the Vice Chancellor:

Signature:..... **Date:**

Place:

Certified by the Board of Governance Representative:

Signature:..... **Date:**

Place:

UNIVERSITY SEAL

Approved by the Ministry of Education

Signature:..... **Date:**

