

ACADEMIA ROUTE FOR FELLOW AND CHARTERED STATUS

ACADEMIA ROUTE FOR FELLOW AND CHARTERED is an alternate route for members and prospective members who would not require writing the level 4 Project work of the Professional Certification Programme but rather undergo an assessment of relevant academic qualifications and work experience.

Benefits:

- It recognises and credits relevant academic qualifications/achievements and HR work experience.
- It provides a route to certification for **those in Academia** who have contributed immensely to HRM through lecturing, research publications, consultancy work, holding faculty positions, etc.

Eligibility:

QUALIFICATION FOR MEMBERSHIP

CATEGORIES OF FELLOWS:

Two categories of Fellows identified:

- Fellow (Faculty)
- Fellow (Non-Faculty/Administrator)

A) REQUIREMENT FOR FELLOWS (APPLICANTS MUST HAVE ALL THE STATED CRITERIA)

- **FELLOW (Faculty)**

Applicants must:

1. Have attained Professorial status with cumulative demonstrable of minimum of at least 6 years at Senior Management Level.
2. Have PhD in HR related discipline. E.g., Human Resource Management; Human Resource Development; Industrial Relations; Organisational Development; Organisational Behaviour; Leadership and Strategy; Industrial Psychology, etc.
3. Have at least eighteen (18) relevant publications in reputable journals to his/her credit.
4. Have been involved in teaching or research in HR related discipline such as:

Human Resource Management:

- a. Strategic Human Resource Management;
- b. Employee Resourcing;
- c. Reward and Compensation Management;
- d. Organisational Development;
- e. Leadership and Strategy;
- f. Industrial Psychology, etc.

5. Must have registered and admitted as a full member of the Institute

6. Be a professional: such as a Lawyer, Medical Professional at Management level (Regional Director of Medical Services, High Court Justice, Regional Engineer, Chartered Accountant, Marketer, etc).

▪ **FELLOW (NON-FACULTY/ADMINISTRATIVE)**

Applicants must:

1. Must have attained the status of a Director, Deputy Registrar and equivalent.
2. Obtain a cumulative demonstrable minimum of fifteen (15) years in administration and Six (6) years of which must be at senior Management level.
3. Have Master's degree in HR related discipline. E.g., Human Resource Management; Human Resource Development; Industrial Relations; Organisational Development; Organisational Behaviour; Leadership and Strategy; Industrial Psychology, etc
4. Have at least twelve (12) relevant working/policy papers to his/her credit.
5. Have been involved in developing research, administrative policies, procedures, processes, manuals, in HR related areas.

Human Resource Management:

- a. Strategic Human Resource Management;
- b. Employee Resourcing;
- c. Reward and Compensation Management;
- d. Organisational Development;
- e. Leadership and Strategy;
- f. Industrial Psychology, etc.

6. Must have registered and admitted as a full member of the Institute.

7. Be a professional: Such as a Lawyer, Medical Professional at Management level (Regional Director of Medical Services, High Court Justice, Regional Engineer, Chartered Accountant, Marketer etc).

B) REQUIREMENTS FOR CHARTERED MEMBERSHIP (APPLICANTS MUST HAVE ALL THE STATED CRITERIA)

- Chartered HRM Practitioner (Faculty)
- Chartered HRM Practitioner (Non-Faculty/Administrative)

CHARTERED HRM PRACTITIONER (FACULTY)

Applicant must:

1. Have attained the status of Senior Lecturer or a Senior Research Fellow and at least five (5) years of which must be at Management Level.
2. Have PhD or MPhil/MBA/MA/MSc in HR related discipline. For example, Human Resource Management; Human Resource Development; Industrial Relations; Organisational Development; Organisational Behaviour; Leadership and Strategy; Industrial Psychology.
3. Have at least ten (10) relevant publications in reputable journals to his/her credit.
4. Have been involved in teaching or research in HR related discipline such as:
 - a. Strategic Human Resource Management;
 - b. Employee Resourcing;
 - c. Reward and Compensation Management;
 - d. Organisational Development;
 - e. Leadership and Strategy;
 - f. Industrial Psychology, etc.
5. Must have registered and admitted as a full member of the Institute.
6. Be a professional: Such as a Lawyer, Engineer, Medical Officer at Management level such as Deputy Director of Health Service, Deputy Director of Medical Service, Chartered Accountant, Marketer, etc.

CHARTERED HRM PRACTITIONER (NON-FACULTY/ADMINISTRATIVE)

Applicant must:

1. Have attained the status of Senior Assistant Registrar or equivalent.
2. Have PhD or MPhil/MBA/MA/MSc in HR related discipline. For example, Human Resource Management; Human Resource Development; Industrial Relations; Organisational Development; Organisational Behaviour; Leadership and Strategy; Industrial Psychology
3. PhD holders should have ten (10) years relevant experience five (5) years of which must be at Management level.
4. PhD holders should have up to eight (8) relevant working/policy papers to his/her credit.
5. MPhil holders should have fifteen (15) years relevant experience five (5) years of which must be at Management level.
6. MPhil holders should have up to ten (10) relevant working/policy papers to his/her credit.

7. Have been involved in teaching or research in HR related discipline such as:

- a. Strategic Human Resource Management;
- b. Employee Resourcing;
- c. Reward and Compensation Management;
- d. Organisational Development;
- e. Leadership and Strategy;
- f. Industrial Psychology, etc.

8. Must have registered and admitted as a full member of the Institute.

9. Be a professional: Such as a Lawyer, Engineer, Medical Officer at Management level such as Deputy Director of Health Service, Deputy Director of Medical Service, Chartered Accountant, Marketer, etc.

Application Process/Procedure

1. Download the application form from the Website; (www.cihrmghana.org)
2. Fill Form with relevant details.
3. Include two passport-sized photographs (white background).
4. Include certified true copies of all relevant academic qualifications/certificates.
5. Attach resume or curriculum vitae detailing work experience.

CV should cover:

- Names of previous organisations.
 - Job positions.
 - Dates of employment.
 - Key responsibilities and achievements for current and previous positions held; evidence of extension service (local/national and international); relevant consulting, research, lecturing and training.
6. State five (5) key skills relevant to the practice/field of Human Resource Management.
 7. Brief overview of experience (not more than 500 words).
 8. Names, email addresses and telephone numbers of three (3) referees who can attest to the work experience or job performance of the applicant (The applicant shall request the referees to submit references direct to the Institute).
 9. Pay a non-refundable processing fee **of GHS 500.00 payable** by Bank draft (in the name of Chartered Institute of Human Resource Management, Ghana) or via Momo **0546112127** and send proof of the transaction to 0269220210 for an official receipt to be issued.
 10. Scan and submit your application and all relevant documents, including the official receipt for the processing fee to certificationofficer@cihrmghana.org

PROCESSING FEE-Initial Processing of Application fee

The under-listed processing fee shall apply: -

- Chartered HR Practitioner: GHS 500.00
- Fellow: GHS 500.00

Completed Application (Review Application) fee

- Chartered HR Practitioner: GHS 3,800.00
- Fellow: GHS 4,500.00

Conferment Fee

- Chartered HR Practitioner: GHS 700.00
- Fellow: GHS 800.00

****The above fees shall be subject to review when the need arises.***

MODE OF ASSESSMENT

- Review of record of professional experience.
- In person or Virtual Interview with CIHRM assessors (Panel not more than five persons).
- Review of references from three nominated referees.

DURATION:

After submission of application and relevant documentation together with the fees, assessment would be done within eight (8) weeks and outcome communicated to candidate within the same period.

The decisions made are final. Unsuccessful applicants may reapply at the next round of applications.

DEFINITION OF TERMINOLOGY

a. **Management Levels:** are the divisions between degrees of authority and responsibility in a company. The typical management levels are top-level management, mid-level management and first-line management. These levels determine the duties of various manager positions, including who they report to and who reports to them.

b. **Professorial status:** The standard academic ranks are Instructor, Assistant Professor, Associate Professor, and Professor. The standard professorial titles (and where appropriate Instructor) are significantly altered by the addition of modifiers such as Emeritus, University, Clinical, Research, Adjunct, or Visiting

c. **Research Fellow:** is an academic research position at a university or a similar research institution, usually for academic staff or faculty members. A research fellow may act either as an independent investigator or under the supervision of a principal investigator.

d. Etc.

Executive Management

- Applicant reports directly to the CEO.
- Responsible for developing HR Strategy for the organisation.
- Heads the HR department/Dean of Faculty.
- Final Authority in HR Issues in the organisation.

HR Areas

- ✓ **Strategic Human Resource Management:** Meeting long-term organisational goals by using HR Strategy in managing human resources.
- ✓ **Employee Resourcing:** Meeting an organisation's staffing requirements with interrelated HR activities.
- ✓ **Rewards and Compensation Management:** All interrelated HR activities connected to rewards and payment in relation to employees' value and performance.
- ✓ **Business Communication:** Internal Business and Human Resource communications including guidelines, policies, notices and procedures that help manage the workforce.

- ✓ **Industrial Relations:** Managing relations between Employees, Unions, and the Organisation's Management
- ✓ **Talent Management:** Using integrated organisational HR Processes to meet strategic and operational goals and objectives via attraction, development, motivation, and retention of engaged employees.
- ✓ **Learning and Development:** Using HR Tools and Learning Activities to cause employees to acquire new skills and competencies to improve on current performance capacity.
- ✓ **Organisational Development:** Designing, implementing, diagnosing, and maintaining organisation Systems.

Filling the Application Form

Please read form carefully before filling.

- A. Fill personal details and affix passport picture.
- B. Type out how you have developed and implemented HR strategy in line with business goals touching on at least three HR areas. Note that you are required to provide evidence backed by HR Analytics.
- C. Referee form: Nominate three Referees who can attest to your work experience or performance on the job.

**ACADEMIA ROUTE FOR FELLOW OR CHARTERED STATUS
APPLICATION FORM
FELLOW & CHARTERED HRM PRACTITIONER**



APPLICATION FOR: Fellow

Chartered

A. PERSONAL DETAILS (Kindly fill in Block Letters)

1. First Name ... Other Name(s).....
2. SurnameTitle (Mr./Miss/ Mrs/Dr/Prof.).....Sex.....
3. Nationality..... Date of Birth.....
4. Postal Address.....
5. Email Address.....Tel:.....
6. Name of organisation.....
7. Job position.....
8. CIHRM Full Membership Number(if applicable).....
9. Attach organisational structure to enable assessors to understand job position in the organisation.

B. EXPERIENCE

Tick as applicable

Faculty **Non-Faculty**

In not more than 500 words, write(type) how you have developed and implemented HR Strategy in line with Business Goals touching on at least three HR Areas. What was the situation? What was the result? (Measurable with HR Analytics).

C. RELEVANT PUBLICATIONS

List all relevant HR Publications below:

D. CONSULTING ASSIGNMENTS/WORK

List all relevant HR Consultancy assignments/works done in the last 15 years:

E. RESEARCH WORK

List all relevant HR Research works done in the last 15 years:

F. HR COMPETENCES

Tick as appropriate. Use one sheet to demonstrate competence in five HR Areas in practice or teaching or research.

HR Areas

Strategic Human Resource Management
Rewards and Compensation Management
Industrial Relations
Learning and Development

Employee Resourcing
Business Communication
Talent Management
Organisational Development

ACADEMIA ROUTE FOR FELLOW **CHARTERED HRM PRACTITIONER STATUS**

REFEREE FORM 1

CIHRM is the Professional Body of Human Resource Management Practitioners in Ghana. The Applicant would like you to support his/her application for a Fellow or Chartered Human Resource Management Practitioner. **Please note** that one of the references must be an immediate supervisor.

Name:.....

Organisation:.....

Position:.....

Email Address:.....

Phone Number:.....

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

1. How long have you known the applicant?.....
2. In what Capacity have you known the applicant?.....
3. Are you familiar with the applicant's job role?.....

To the best of your knowledge, comment on how applicant's function in the Organisation(work place), including the scope, impact on Organisational goals.

ACADEMIA ROUTE FOR FELLOW

CHARTERED HRM PRACTITIONER STATUS

REFEREE FORM 2

CIHRM is the Professional Body of Human Resource Management Practitioners in Ghana, The Applicant would like you to support his/her application for a Fellow or Chartered Human Resource Management Practitioner. **Please note** that one of the references must be an immediate supervisor.

Name:.....

Organisation:.....

Position:.....

Email Address:.....

Phone Number:.....

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

1. How long have you known the applicant?.....
2. In what Capacity have you known the applicant?.....
3. Are you familiar with the applicant's job role?.....

To the best of your knowledge, comment on how applicant functions in the organisation (work place), including the scope, impact on Organisational Goals.

ACADEMIA ROUTE FOR FELLOW

CHARTERED HRM PRACTITIONER STATUS

REFEREE FORM 3

CIHRM is the Professional Body of Human Resource Management Practitioners in Ghana. The Applicant would like you to support his/her application for a Fellow or Chartered Human Resource Management Practitioner. **Please note** that one of the references must be an immediate supervisor.

Name:.....

Organisation:.....

Position:.....

Email Address:.....

Phone Number:.....

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

1. How long have you known the applicant?.....
2. In what Capacity have you known the applicant?.....
3. Are you familiar with the applicant's job role?.....

To the best of your knowledge, comment on how applicant's function in the Organisation (workplace), including the scope, impact on organisational goals.

ACADEMIA ROUTE FOR FELLOW STATUS OR CHARTERED HRM PRACTITIONER STATUS

CHECK LIST

- ✓ Nonrefundable Application Fee: GHS 500.00 (Payable Bankers draft).
- ✓ Curriculum Vitae
- ✓ Two Passport-sized photographs (White Background).
- ✓ Application Form.
- ✓ Certified true copies of all relevant academic qualifications.
- ✓ 3 Referee Forms.

NB: The successful applicant would be required to make a payment of GHS4,500.00 for **Fellow Status** and GHS3,800.00 for **Chartered Status**, through a Bankers draft or Momo (please note it is non-refundable).