

**OBAFEMI AWOLOWO UNIVERSITY,
ILE- IFE**



**REVISED REGULATIONS GOVERNING
CONDITIONS OF SERVICE OF SENIOR STAFF**

**AS APPROVED BY THE COUNCIL OF THE
OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE ON
JANUARY 12, 2021**

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REVISED REGULATIONS GOVERNING CONDITIONS OF SERVICE OF SENIOR STAFF

OBAFEMI AWOLowo UNIVERSITY, ILE-IFE REGULATIONS GOVERNING CONDITIONS OF SERVICE OF SENIOR STAFF REVISED EDITION

PART I - PRELIMINARY

1. POWER TO MAKE REGULATIONS

In exercise of the powers conferred by sub-section (3), paragraph (o) of section 15 of the Obafemi Awolowo University Law, CAP O2, Laws of the Federation of Nigeria 2004 and by virtue of all other powers enabling it in that behalf, the following revised and updated Regulations Governing Conditions of Service of Senior Staff are issued by the Council of the Obafemi Awolowo University, Ile-Ife and shall come into force on January 12, 2021

2. POWER TO AMEND OR REVOKE

These Regulations shall not be rescinded or amended by addition or otherwise varied other than by subsequent Regulations made by the Council.

3. DEFINITIONS

Unless some other meaning is clearly intended:

“Academic Staff” - means the Vice-Chancellor, Professors, Readers, Senior Lecturers, Lecturers, Assistant Lecturers, Librarians and such other persons in the employment of the University engaged in teaching or research therein as the Council, acting in accordance with the recommendation of

the Senate, may from time to time grant the status of members of the academic staff of the University.

- “Academic Year” - An Academic Year shall cover the period from 1st October to 30th September of the following year or such other period as may be prescribed by Senate from time to time.
- “Act” - means Obafemi Awolowo University (Transitional Provisions) Act, CAP 02 Laws of the Federation of Nigeria, 2004 as Amended or may be amended by other Laws, or any substitute therefore.
- “Administrative Staff” - means those persons in the employment of the University, other than the academic staff, who hold administrative, professional or technical posts designated by the Council as senior posts.
- “College” - means a College as constituted and established within the University.
- “Committee” - means the Appointments and Promotions Committee, the Administrative Staff Committee, and the various Review Panels and Committees of the University.
- “The Council” - means the Council of the University established by Section 15 of the Act
- “Dean of Faculty” - means a person appointed by Senate to be Dean on the recommendation of the Faculty Board.

- “Acting Dean of Faculty” - means a person so appointed by the Vice-Chancellor.
- “Vice-Dean of Faculty” - means a person appointed by Senate to be Vice-Dean on the recommendation of the Faculty Board.
- “Department” - means any teaching or research units or school or other units approved by Council, on the recommendation of the Senate, to be a department in the University.
- “Employee” - means any person employed by the University who is a senior member of staff.
- “Faculty” - means a Faculty as constituted and established within the University under Section 19 of the Act.
- “Head of Department” - means a person appointed by the Vice-Chancellor, acting on behalf of the Senate as Head of a Department and such other person who by virtue of his/her office is designated by Council as Head of Department.
- ”Institute” - means an Institute as constituted and established within the University under section 20 of the Act.
- “Law” - means Obafemi Awolowo University Law as amended, the Schedule to the Act.

- “Leave Year” - means the period **1st July to 30th June** of the succeeding year.
- “Panel” - means a Selection Panel that is set up in accordance with statute 19 of the University of Ife Edict No. 14 of 1970.
- “Provost of College” - means a person appointed by Senate to be Provost on the recommendation of College Board or College Assembly.
- “Deputy Provost” - means a person appointed by Senate to be Deputy Provost on the recommendation of the College Assembly or College Board.
- “Selection Committee” - means a Selection Committee that is set up in accordance with Statute 19 of the Act.
- “Semester” - means any of the semesters into which the academic year is divided, namely the Harmattan and Rain Semesters.
- “Senior Staff” - means and shall include the academic staff, the administrative staff and other staff holding posts designated as Senior Staff by the Council whether such persons are on contract or permanent appointment and shall include temporary staff holding similar appointments.
- “Transfer” - means the permanent release of a member of staff from one Department to another in the University or from one Public Service to another.

- “Secondment” - means a temporary release of a member of staff to the service of another University or Approved Body for a specified period.
- “The University” - means, unless the context shows otherwise, the Obafemi Awolowo University, Ife established and incorporated by Section 3 of the Act.
- “Contract Addition” - means such addition to the salary of a contract staff in lieu of pension, as the University shall determine from time to time

4. **INTERPRETATION**

Any question regarding the interpretation of these Regulations shall be referred to the Vice-Chancellor, provided that where a member of staff disputes an interpretation the question shall be referred to the Council whose decision shall be final.

5. **APPLICATION**

Except where otherwise stated, these regulations shall apply to all categories of the senior staff of the University.

PART II

APPOINTMENTS

6. GENERAL

(1)

A member of the academic or the administrative staff as defined by the Act shall hold office on such terms and conditions of service as may be set out in any contract in writing between him/her and the University, such contract being signed on behalf of the University by the Registrar or by such other person as may be authorized for that purpose by the University, and any such contract shall contain or be deemed to contain a provision that the terms and conditions of service therein specified are subject to the provisions of the Act and the Regulations of the University. The appointment will also be subject to any Federal Government Establishment Circulars adopted by Council from time to time.

(2) An appointment shall not be valid until it has been accepted in writing.

The appointment starts to run from the date of the assumption of duty.

(3) All appointments are subject to such conditions as the Council may determine from time to time provided that no variation or amendment to the conditions shall have an adverse effect on fundamental terms of appointment embodied in the contract entered upon by a member of staff in the employment of the University.

(4) All appointments shall be subject to a successful medical examination, arranged by or on behalf of the University.

- (5) A selection panel shall interview where possible or where not possible, consider in absentia, and assess all candidates considered suitable for appointment by the Head of Department concerned and shall make its recommendations to the appropriate central committee which shall consider the recommendations before a formal appointment is made. However, the Vice-Chancellor may appoint a Visiting Professor or any other member of the academic and administrative staff for a period of not more than twelve months where s/he is satisfied that special circumstances so require, and all such appointments shall as soon as possible be reported by him to the appointing Committee for ratification.
- (6) All appointments to the grade of Lecturer I and above shall require the candidates to hold a Doctor of Philosophy (PhD) degree or its equivalent from a university recognized by the University or an appropriate professional postgraduate certificate from institutions recognized for that purpose.
- (7) Every appointee shall, upon acceptance of an appointment and on assumption of duty, present evidence of his/her age which shall not be varied at any time, his/her marital status, and academic and professional qualifications.

7. OUTSIDE WORK

- (1) Subject to the provisions of the Constitution of the Federal Republic of Nigeria, a member of the academic staff could be allowed to undertake paid outside work or consultancy services under the following conditions:
 - (a) The Vice-Chancellor must be satisfied that the appointment or consultancy service will not adversely

affect the work of the individual within the University.

- (b) The remuneration payable to the staff concerned shall be shared between him/her and the University on a ratio determined by the University from time to time.
- (2) The Vice-Chancellor may allow a member of the administrative staff to undertake outside work or consultancy services subject to the provisions of the clause in (1) (b) above.

8. CONDITIONS GUIDING APPOINTMENTS

(1) Contract Appointment

(a) Council may offer contract appointments to Expatriates for two years at a time, or to Nigerians who have not attained retirement age, who may be offered appointment for one year at a time, subject to paragraphs (b) and (c) below.

(b) The period of contract for a Nigerian shall be one year at a time for a maximum of four years after the first contract appointment.

(c) Provided that no one, whether expatriate or Nigerian, shall be offered a contract appointment beyond the statutory age of retirement.

(d) For an expatriate member of staff who was formerly on contract appointment but subsequently acquires Nigerian citizenship, the period of contract appointment shall count in full as qualifying service.

(e) Where an officer holding an unestablished, a temporary or contract appointment converts to a permanent one, s/he shall be required to join the contributory pension scheme as required by law.

(f) A Nigerian, who is on contract, shall be entitled to contract addition.

(g) All members of staff on contract shall be subject to the same conditions that apply to pensionable staff with respect to leave, termination of appointment etc. as contained in these Regulations, but they shall not be entitled to Sabbatical Leave or Leave of Absence.

(h) Expatriates on contract appointment shall be provided with passages and appropriate accommodation for their families. For passages, the size of a family should not be more than six persons i.e., husband, wife and four children.

(i) After assumption of duty, and at the expiration of appointment, dependents of expatriate staff not resident in Nigeria would not be provided with passages at the University expense.

(j) Applications for accommodation by members of staff on contract appointment who are not expatriates shall be treated on the merit of each case.

(k) Contract staff shall neither be eligible for annual increment nor promotion while the contract subsists. The salaries and status of members of staff on contract may however be reviewed upwards when the contract is being renewed.

(2) **TENURE APPOINTMENTS**

- i. The appointment of a Professor shall normally be tenable to retiring age but appointments may also be made for fixed periods. The appointment of a Professor with tenure, i.e., a Professor appointed to retiring age, shall terminate on the day they attain seventy years of age.

- ii. A Professor (or Research Professor or Professorial Fellow) may be appointed *without tenure* for such fixed terms as may be stated in the letter of appointment. The appointment shall be subject to the conditions stipulated in Part III of these Regulations.
- iii. Appointments to the grades of Reader, Senior Lecturer, Lecturer, Librarians and other equivalent grades of academic staff recognized by the University shall be initially for three years, subject to the conditions stipulated in (ii) above. The appointment shall be reviewed at the end of this period and a decision taken whether to confirm to retiring age, re-appoint for specific periods, or terminate the appointment. Where the Committee takes a decision not to confirm the appointment, it shall at the same meeting act on behalf of the Council to terminate the appointment without more, or to terminate and offer a new appointment. The decision shall thereafter be reported to the Council for noting.
- iv. The appointment of a Graduate Assistant, Assistant Lecturer, Assistant Librarian and Junior Research Fellow or equivalent grades is probationary and initially for a period of three years, subject to the conditions stipulated in Part II, Section 2 (xiv) and Part III Section 1(i). The appointment shall be reviewed at the end of this period and a decision taken whether to confirm to retiring age, extend the period of probation, or terminate the appointment. Where the Review Committee takes a decision not to confirm the appointment or extend the period of probation, it shall at the same meeting make a recommendation to the Appointments and Promotions Committee for the termination of the appointment, an extension of the period of probation or an offer of a new appointment. The decision shall thereafter be reported to the Appointments and Promotions Committee which shall act on behalf of the Council and take a decision on the recommendation, and the decision shall be processed to the Council for noting. Provided that until a decision is taken one

way or the other as stated herein, the appointment shall continue to be probationary.

- v. Appointment to a Senior Lecturer position or equivalent grade shall require the candidate to possess a PhD degree or equivalent, and shall in addition be made based on evidence of satisfactory research, teaching ability and experience. However, in the case of Senior Research Fellowship, emphasis shall be on the basis of research ability.
- vi. In making an appointment to an academic post in a professional field, the Committee shall take account of required professional experience and competence.
- vii. A candidate with a Master's degree with thesis shall normally be appointed as an Assistant Lecturer. However, a candidate with additional professional registration may be appointed at the appropriate point on the Lectureship grade as recommended by the Appointments and Promotions Committee as approved by Senate from time to time.
- viii. A person appointed to the grade of Graduate Assistant and who while in that grade, was subsequently awarded a Master's degree with thesis of the University (or an approved higher degree of equivalent status) shall be re-graded in line with existing policy.
- ix. A person appointed to the grade of Assistant Lecturer, who while in that grade, was subsequently awarded a Ph.D. degree of the University or of any other university recognized by the University shall be re-graded in line with existing policy.
- x. The re-grading shall then be processed to the Committee for noting.
- xi. The appointment of the Registrar, the University Librarian and the Bursar shall be for a period of five years, provided that the Council may, upon satisfactory performance, extend

the tenure for a further period of one year only and thereafter the Registrar, Bursar or Librarian shall relinquish his/her post and be assigned to other duties if s/he has a regular appointment subsisting in the University prior to the appointment as Registrar, Bursar or Librarian. The appointment shall be subject to the conditions stipulated in *Part III*.

- xii. Where the Registrar, University Librarian or Bursar completes his/her term of office before attaining the statutory age of retirement and has a prior regular appointment in the University, s/he shall be re-deployed.
- xiii. The appointment of all other Administrative staff shall be probationary and initially for two years. The appointment shall be reviewed at the end of this period and a decision taken whether to confirm to retiring age, extend the period of probation, or terminate the appointment. Where the Review Committee takes a decision not to confirm the appointment, or extend the period of probation, it shall at the same meeting make a recommendation to the Administrative Staff Committee for the termination of the appointment, or for an extension of the period of probation, or for an offer of new appointment. The recommendation shall thereafter be processed to the Administrative Staff Committee which shall act on behalf of the Council and take a decision it shall deem fit, and the decision shall then be processed to the Council for noting. Provided that until a decision is taken one way or the other as stated herein, the appointment shall continue to be probationary. In the case of confirmation, the appointee shall normally retire from office on the date s/he attains the statutory age of retirement.
- xiv. All appointments, other than those made to retiring age, shall be reviewed at the end or expiration of the probationary period for a decision whether to confirm to retiring age or not, and a promotion to a higher grade, or transfer from one

Department to another during the period of probation, shall not operate as confirmation of appointment.

- xv. Temporary service of a person appointed to an established post may count as part of a period of probation or of the initial three or two-year period of tenure provided that such temporary service is relevant to the appointment and has been within the University, preferably in the Department to which the person is being appointed.
- xvi. Status on appointment shall be as listed in Appendix I

9. APPOINTMENT TO ENDOWED CHAIRS AND FELLOWSHIPS

(1) Aims and Objectives of Endowed Chairs

Endowed Chairs and Fellowships can be accepted from private individuals, corporate bodies, government organizations, etc.-

- (a) As a budgetary aid to the University: In this case the University should not increase its financial commitment in filling the Chairs/Fellowships.
- (b) As a means of boosting the prestige of the University: in that case, the aim would be to attract the best scholar available to occupy the Chair or Fellowship and thus enhance the reputation of a Department offering some course(s) in a particular specialty.
- (c) Special Chairs and Fellowships could be established for particular individuals whose services the University might not be able to retain otherwise;
- (d) A Chair or a Fellowship could be endowed to introduce a new programme into the University. This may be a form of financial assistance and also serve to enhance the prestige of a Department/Unit and the University. Such endowment could be for a limited period which shall be determined

from time to time by the Council on the recommendation of the Senate; or could be in perpetuity.

(2) Conditions for Endowing a Chair and Fellowship

- (a) The minimum sum for endowing a Chair in perpetuity shall be as may be determined from time to time by the Council on the recommendation of the Senate, provided that the Senate shall have considered the report of the Board of Trustees.
- (b) The minimum sum for endowing a Visiting Fellowship in perpetuity shall be as may be determined from time to time by the Council on the recommendation of the Senate, provided that the Senate shall have considered the report of the Board of Trustees.
- (c) The minimum sum for endowing a Chair and Fellowship for a limited period of time, shall be as approved by the Council on the recommendation of the Senate, provided that the Senate shall have considered the report of the Board of Trustees.

(d) Emoluments Per Annum

The personal emoluments and the conditions of service of the occupant of an endowed Chair or Fellowship shall be as determined from time to time by the Council on the recommendation of the Senate, provided that the Senate shall have considered the report of the Board of Trustees.

(e) Board of Trustees

- (i) There shall be a Board of Trustees to manage all endowed Chairs and Fellowships in the University.

The Board shall be composed as follows:

Vice-Chancellor - Chairman

Deputy Vice-Chancellor (Academic)

Registrar

Bursar

Secretary - Deputy Registrar, Vice-Chancellor's Office
Two Representatives of Senate who shall be Professors
Two Nominees of the Donor of each endowed Chair or Fellowship who shall only be present at the Board's meetings relevant to their endowed Chair and/or Fellowship.

- (ii) The Board shall ensure that a Deed of Trust is prepared and duly executed in respect of each endowed Chair or Fellowship. It shall also ensure that the purposes and conditions for endowing each Chair or Fellowship are fulfilled; and that the endowment for each Chair or Fellowship remains self-sustaining for the period of its life.

(f) **Criteria for Appointment**

To be eligible for appointment to an endowed Chair or Fellowship, a candidate must:

- (i) satisfy the criteria approved for appointment or promotion to Professorship or the appropriate academic position in the University;
- (ii) be distinguished in his/her area of specialization;
- (iii) be recommended by the Selection Committee.

(g) **Mode of Selection**

- (i) There shall be a Selection Committee for each endowed Chair or Fellowship which shall be made up as follows:
The Vice-Chancellor - Chairman
Deputy Vice Chancellor (Academic) - Member
Deputy Vice-Chancellor (Administration) - Member
Provost of College/Dean of the Faculty - Member
Head of Department - (or a Professor in the Department where the Head of Department is not a Professor and the selection is for a Chair or a Senior Fellowship).

Three other members of Professorial rank in the area of specialty, two of whom shall be from outside the University.

The Registrar - Secretary

- (ii) Each endowed Chair or Fellowship for which there is a vacancy shall be advertised.
- (iii) No member of the Selection Committee shall contest for the Chair or Fellowship.

(h) Tenure of Appointment

The tenure of appointment shall be as stipulated in the deed of trust.

10. GUIDELINES FOR THE APPOINTMENT OF EMERITUS PROFESSORS

(1) Objectives

The objectives of this institution are:

- (a) to boost the academic image of the University through the appointment of candidates with national and international reputation.
- (b) to attract financial and other resources (such as research grants, equipment, book donations, etc.) to the University through the national and international connections of the appointees.
- (c) to provide an environment where the appointees, by their association with, and presence in the University, will make their impact on the basic societal and academic values cherished by the University.

(2) Criteria for Appointment

- (a) The candidates recommended for the appointment shall be over seventy years of age, provided that the University may consider for appointment an academic who, although has yet to reach seventy years of age,

has nevertheless reached sixty-five years of age and also satisfies the criteria in (c) and (b) hereunder.

- (b) To be eligible for appointment the candidate must have retired from the services of the University.
- (c) Only persons who have been professors for at least fifteen years, the last ten of which must have been spent in the University, may be recommended for appointment.

(3) Conditions of Appointment

- (a) The Emeritus Professor shall be a non-voting member of the Faculty Board and Senate.
- (b) The Emeritus Professor shall have free access to University facilities to practice his discipline.
- (c) He shall be expected to show sufficient physical presence and make contributions to the intellectual growth of the University.
- (d) There shall be no salary attached to the post.
- (e) The Emeritus Professor and spouse shall be eligible for medical services as are available to serving staff.
- (f) The appointment shall be for life.
- (g) The appointee shall be subject to the University Regulations relating to the conduct of the academic staff.
- (h) The appointee shall be provided with lodging whenever he or she is in the University on University assignments or functions.

(4) Procedure for Nomination

- (i) Nomination containing a brief write-up, the curriculum vitae and the consent of the candidate to be appointed shall be made from the Department through the Faculty/Institute Review Panel to the Appointments and Promotions Committee at the beginning of the session.
- (ii) The nomination shall be forwarded to a Sub-Committee of the Appointments and Promotions Committee comprising two Deans each from the Arts-based, and Science-based Faculties, and two other Professors chosen by the Appointments and Promotions Committee with the Deputy Vice-Chancellor (Academic) as Chairman.
- (iii) The recommendation of the Sub-Committee shall be processed through the Appointments and Promotions Committee to the Senate, which shall consider the case and make recommendations to the Council for consideration.

11. CONFIRMATION OF APPOINTMENT

- (1) Every member of staff in the Faculty/Unit must be reviewed annually by the designated Review Committee.
- (2) At the end of a probationary period of three years, an academic staff shall have his appointment reviewed for the purpose of determining whether or not to confirm his appointment to retiring age. The review and recommendation must be initiated at the Department to the Faculty Review Panel, which recommendation must be considered by the Appointments and Promotions Committee for a final decision. However, Graduate Assistants and Assistant Lecturers or other Academic members of staff in training positions shall not be considered for confirmation of

appointment, but their review shall be only for the purpose of determining whether they are making satisfactory progress in their postgraduate programmes.

- (3) The appointment of an academic staff without a PhD degree or equivalent shall not be confirmed, and an academic staff who fails to obtain a PhD or equivalent within five years of commencing same shall be regarded as unsuitable for academic work and shall have their appointment determined.
- (4) Confirmation of an administrative staff shall normally be after a minimum period of two years and shall be based on job knowledge, satisfactory performance of the duties of the office and satisfactory conduct. An appropriate recommendation must come from the Head of Unit to the relevant review panel, which shall consider the case and make appropriate recommendations to the Administrative Staff Committee for a final decision.
- (5) All probationary appointments shall be reviewed at the end of the period of probation and a decision taken whether to confirm to retiring age, extend the period of probation, or terminate the appointment. In the case of a decision to extend the period of probation, the extension shall be for a maximum period of two years, after which a decision must be taken to either confirm or terminate. Until a decision is taken one way or the other as stated herein, the appointment shall continue to be probationary, notwithstanding the number of years spent in the service of the University.
- (6) Except for academic staff in training position, a member of staff whose appointment is yet to be confirmed shall not be eligible for promotion. The promotion of an academic staff in training position, which comes before the maximum number of years in a post, shall not be taken as confirmation of appointment but shall be indicative only that the employee is making appreciable progress in his/her academic programme for higher qualifications.

- (7) A member of the academic staff without a PhD degree or equivalent shall not be eligible for promotion beyond the level of Lecturer I or its equivalent.
- (8) The promotion of a Graduate Assistant, an Assistant Lecturer and other Academic members of staff in training positions shall not be tantamount to confirmation of appointment.
- (9) Where a member of staff who has been confirmed in a previous post in another public service assumed duty in the University on the strength of a new offer of appointment by the University, their appointment shall nevertheless be reviewed for the purpose of confirmation if the new appointment in the University is into a career or cadre different from their previous employment. A request to transfer or merge service from a previous public employment shall be kept in view until a decision is taken on the review for the purpose of confirmation of appointment.

12. DUTIES OF STAFF

(1) Academic Staff

It shall be the duty of the academic staff:

- (a) To advance and disseminate knowledge through teaching, advanced study, research, and other professional activities; and to undertake in a responsible manner the academic and administrative tasks related to these ends.
- (b) To give such lectures, tutorials, seminars and practical lessons, and hold such discussions and carry out such supervision of students, as the Head of his/her Department or Unit may from time to time determine;
- (c) To fulfill the duties incidental to these tasks such as the formal appraisal of student's academic progress and to be available for consultation with students and colleagues;

- (d) To take part in all such University examinations or any other University related examinations as the Senate or the Head of Department may from time to time direct;
- (e) To assist in the general work and activities of his/her Department as the Head of Department may from time to time direct;
- (f) To deliver an inaugural lecture, if a Professor, unless such a lecture has been delivered elsewhere since becoming a Professor;
- (g) To endeavour to comply with (f) above within five years of his becoming a Professor; and
- (h) To render services to the community at various levels.

(2) **Library Staff:**

- (a) All Library staff (both professional and administrative) shall be responsible to the University Librarian for the day-to-day administration of the University Library and the provision of library services to the University community.
- (b) The duties of Librarians in the University Library are as stated for other academic staff in (1) (a) to (e) and (h) above.

(3) **Administrative Staff**

(i) **Registry Staff:**

All Registry staff shall be responsible to the Registrar for the day-to-day administration of the University.

(ii) **Medical and Health Services Staff**

All Medical and Health Services staff shall be responsible for the provision of Medical and Health Services to the University community. They shall all

be responsible to the Director of Medical and Health Services in the day-to-day performance of their duties.

(iii) Technical Staff

Technical staff includes Laboratory Technologists in the various Departments, Technicians and Engineers in the Service Units (e.g., Division of Works and Maintenance Services and the Division of Capital Projects and Development). The duties of these categories of staff include provision of technical services, e.g., servicing of laboratory equipment, preparation of practical classes for students, servicing and maintenance of the University's equipment and infrastructures, provision of technical advice on the University's capital projects and maintenance of the University estate. They shall be responsible to their respective Heads of Departments/Units in the day-to-day discharge of their duties.

(iv) Bursary staff

All Bursary staff are responsible to the Bursar for the day-to-day financial transactions of the University. Their duties include the implementation of the University's annual budget, execution and monitoring of day-to-day financial transactions of the University, keeping of proper accounts of all financial transactions of the University, regular payment of salary and other benefits to members of staff and provision of necessary information and advice on the financial position of the University on request.

(v) Internal Audit

Internal Audit staff shall be responsible to the Vice-Chancellor through the Director of Audit for the audit of financial transactions of the University.

13. POSTING OF STAFF

(1) Routine posting of Registry staff shall be done by the Registrar, provided that routine posting of management level officers shall be done after due consultation with the Vice-Chancellor. However, the Vice-Chancellor may post any technical staff to any Department/Unit following consultation with the Head of such Department/Unit.

(2) An academic staff can be redeployed by the Appointments and Promotions Committee subject to the recommendation of the Faculty Review Committee. In such a case, the Faculty Review Committee shall provide adequate justification for its recommendation.

(3) An academic staff may be redeployed at his/her request to a vacant post in another Department provided the receiving Department is in support. His/her suitability for the new position should also be confirmed by the appropriate Selection Panel together with the views of his/her current Department, and the request shall be subject to the approval of the Appointments and Promotions Committee.

PART III

14. DISENGAGEMENT FROM SERVICE

(1) Resignation

- (i) The Registrar, the Librarian or the Bursar may resign their appointment after giving a six months' notice to the University.
- (ii) Unless the consent of the Council is otherwise obtained, a member of the academic staff shall not resign his/her appointment other than at the end of an academic session in any year, after having given to the Council due notice in writing of their intention to do so or tendered payment in lieu of notice.

All other members of staff may resign their appointment at any time upon giving due notice in writing to the Council, provided that this section shall not operate where a member of staff is under bond to serve the University, and in such cases, the terms and conditions of the bond shall operate.

- (vi) For the purpose of resignation, transfer or withdrawal from the service of the University, due notice shall be:
 - (a) Six months prior to the end of an academic session, or six months' salary in lieu of notice in the case of a Professor;
 - (b) Six months' notice, or six months' salary in lieu thereof, in the case of the Registrar, the University Librarian and the Bursar;
 - (c) Three months' prior to the end of an academic session or three months' salaries in lieu of notice in the case of academic staff below the rank of Professor;

- (d) Three months' notice, or three months' salary in lieu thereof, in the case of all other administrative staff.
- (vii) A temporary appointment is limited to the period specified in the letter of appointment and shall cease automatically at the end of that period unless renewed by the Council. Such renewal shall be made as a new contract offered and accepted in writing.

(2) Withdrawal from Service

A member of staff may voluntarily withdraw from the service of the University upon giving the same length of notice of his/her intention to do so as stipulated in Section 14 (1) above.

(3) Transfer of Service

A member of staff may request that his/her services be transferred to another arm of the Public Service after giving the same length of notice as stipulated in Section 14(1) above.

(4) Voluntary Retirement

- (a) A member of the Senior Staff may voluntarily retire from the service of the University provided s/he has given due notice of his/her intention to do so as stipulated in Section 14 (1) above. The concerned staff shall be entitled to retirement benefits as provided by the pension law for the time being in force.
- (b) If a member of staff retires or withdraws/resigns his/her service while on approved leave of absence without pay, the effective date of retirement or resignation/withdrawal of service shall be the last date of work in his/her Department, that is, the day s/he was at work before beginning his/her leave.

(5) Terminal Benefits Upon Disengagement

Terminal Benefits upon Resignation, Withdrawal or Voluntary Retirement from Service shall be as provided in the Pension Reform Act 2014 or any substitute therefor.

(6) Disengagement while Disciplinary Process is Pending

Where a member of staff seeks to disengage from service by whatever means as provided above while a disciplinary process has already commenced against him/her, the University shall be at liberty to either accept the notice of disengagement without any condition, or take the decision that the notice to disengage shall abide the outcome of the disciplinary process which had commenced before the notice of disengagement, and the decision shall be binding on the staff concerned.

PART IV

STAFF DISCIPLINE

15. Code of Conduct

All University staff shall be bound by and shall comply with the Code of Conduct for the University's Community as approved by Council on 25th November 1990 and as may be amended from time to time, or any substitute therefor.

16. Definition of Misconduct

“Misconduct” means general misbehaviour to the prejudice of the good name or reputation of the University, and/or of discipline and the proper administration of University. Without prejudice to the generality of the foregoing, misconduct includes:

- i. Corruption.
- ii. Dishonesty.
- iii. Drunkenness in the course of duty.
- iv. False claims against the University or any of its constituent parts.
- v. Insubordination.
- vi. Negligence of duty.
- vii. Falsification, suppression or unauthorised disclosure of accounts or records.
- viii. Unauthorized dissemination or disclosure of University information or records.
- ix. Conviction for criminal offences other than traffic offences.
- x. Absence from duty without excuse
- xi. Lateness to work
- xii. The performance of any acts which are inconsistent with, or failure to perform acts which are essential to proper execution of, the duties for which the employee was engaged
- xiii. Failure to appear before or to answer questions satisfactorily in any investigation before any person or body designated by the University or any of its constituted bodies for the purpose of investigating any matter provided for in or arising out of any of the

- affairs of the University, or the conditions of service or the Code of Conduct.
- xiv. Any act or omission, which has the effect of embarrassing or tarnishing the good name of, or bringing into ridicule, the University, including the Senate, the Council, and the Officers of the University.
 - xv. Any breach of the provisions of the Code of Conduct for the University's Community which are applicable to staff.

17. Discipline for Misconduct

(1) Sanctions for Misconduct

The following sanctions shall be available for misconduct:

- i. Dismissal from Service (by the Council)
- ii. Termination of Employment (by the Council)
- iii. Suspension with half or without pay (by the Council)
- iv. Refusal to promote (by the Appointments and Promotions Committee or the Administrative Staff Committee as appropriate)
- v. Official Warning or Reprimand (by the Appointments and Promotions Committee or the Administrative Staff Committee)
- vi. Prohibition from holding a position of responsibility (by the Appointments and Promotions Committee or the Administrative Staff Committee)
- vii. Deferment of increment (by the Appointments and Promotions Committee or the Administrative Staff Committee)
- viii. Withholding of increment (by the Appointments and Promotions Committee or the Administrative Staff Committee)
- ix. Restitution for loss or damage (by the Council)

(2) Disciplinary Procedure

a. Query

- (i) A Head of Department may query a member of staff and caution him or her for any shortcomings.
- (ii) If (i) above does not achieve a positive change, or where the staff is alleged to be involved in misconduct, the Head of Department shall issue him or her a query, and forward the query, the response and his/her comments to the Vice-Chancellor through the Registrar for appropriate actions.
- (iii) Misconduct or continued shortcomings of a member of staff shall be reported to the Vice-Chancellor through the Registrar, who shall direct the Registrar to issue such a member of staff an official query. Where the case involves a review of the performance of the duties of the staff, the query and the response shall be processed to the appropriate Review Committee to look into the case of misconduct and make appropriate recommendations to the Administrative Staff Committee or the Appointments and Promotions Committee as appropriate; where the case does not involve a review of the performance of the duties of the staff, the query and the response may be processed directly to the Appointments and Promotions Committee or the Administrative Staff Committee as is appropriate.
- (iv) Where the Vice-Chancellor considers it necessary, an investigative panel may be set up to investigate the allegations against a member of staff, whether before or after the member of staff has reacted to the allegation based on the official query issued to him or her, or a request for his or

her comments, and the report of the panel shall be forwarded to the appropriate Review Committee for consideration and appropriate recommendations to the Vice-Chancellor. The Vice-Chancellor shall then forward the recommendation to the Appointments and Promotions Committee in the case of an academic staff, or the Administrative Staff Committee in the case of the administrative staff, for a decision or recommendation to the Council, provided that in all cases the member of staff shall be given the opportunity to offer explanations for the allegations made against him or her.

b. Warning for Unsatisfactory Performance

- (i) If a member of staff's performance is reported not to be satisfactory during an annual review exercise, this shall be referred to the Appointments and Promotions Committee or the Administrative Staff Committee as appropriate, with a recommendation that: -
 - (a) If the staff's appointment has been confirmed,
 - (i) He or she be given a warning, or
 - (ii) the staff be given a warning as well as other penalties, provided that in this case the relevant Review Committee shall inform the staff of its decision and request for his/her comments. The Review Panel shall then process its decision and the staff's comments or defence to the appropriate Committee.
 - (iii) where the Committee is satisfied that the staff is deserving of additional sanctions in addition to an official warning, it may:

- (a) Defer the annual increment for the year under review. Increment deferred can only be restored following reported improvement in performance of duty by the Review Panel; or
- (b) Withhold the increment and not grant an increment in salary for the year after the review. This will mean the staff forfeiting outright such withheld increments. An increment withheld shall not be granted retroactively because of improved performance later.
- (c) A member of staff who has been warned for two consecutive years by the Committee shall forfeit consideration for promotion within the minimum number of years required. The staff will however be entitled to consideration for normal promotion later.
- (d) A member of staff who has been warned on three occasions consecutively by the appropriate Committee shall be liable to have his/her appointment terminated by the Council.

(b) If the employee's appointment is yet to be confirmed, the Committee may: -

- (i) for the first year of review, warn the employee.
- (ii) If the employee has received two consecutive warnings, s/he shall be liable to have his/her appointment terminated by non-confirmation.

(3) Warning for Misconduct

- (i) Where the response of a member of staff to a query is unsatisfactory, the appropriate review committee may issue to him or her an official warning.

- (ii) Where a member of staff receives an official warning, they shall not be entitled to promotion for two years from date the official warning takes effect.

(4) Termination for Absence from Duty

A member of staff who absents himself or herself from duty without permission (including failure to resume duty immediately after a period of approved leave) shall forfeit his/her salary for the period of the unauthorised absence and may also render himself or herself liable to dismissal from service, termination of appointment or other disciplinary measures provided in Section 17 (1) above as the University may deem fit to impose.

(5) Interdiction

- (i) Where a member of staff has been charged with a criminal offence before a court, whether or not the charge is connected with the University, the Vice-Chancellor shall interdict him or her from duties forthwith.
- (ii) Formal notice of interdiction shall be given to the staff concerned in writing. The notice shall state the date from which the interdiction takes effect, and the reasons for such interdiction.
- (iii) Where a staff has been interdicted s/he shall be entitled to receive only a half of his or her basic salary during the period of his/her interdiction. S/He shall neither be entitled to leave nor leave allowance.
- (iv) A member of staff who is under interdiction shall be required to hand over the property of the University in his/her charge to his/her Head of Department and s/he shall be forbidden to carry on his/her duties and to visit his/her place of work except with the express permission of the Vice-Chancellor.

- (v) Where a member of staff under interdiction is found not guilty of any or all the charges, s/he shall be reinstated and shall receive the balance of his salary and allowances for the whole period of his interdiction. The Vice-Chancellor may however review the circumstances of the case with a view to determining the desirability of his continuation in the service of the University and process the matter to the appropriate Committee for a decision or recommendations to the Council.
- (vi) An employee under interdiction may not, without the written permission of the Vice-Chancellor, leave his/her place of residence during the period of interdiction. An employee who contravenes this regulation shall be liable to have his appointment terminated, or to such other disciplinary measures as the relevant committee shall impose.

(6) Suspension/Termination/Dismissal

- (i) The Council may suspend or terminate, in accordance with the terms of the contract of service or in exercise of disciplinary control conferred in or by virtue of the Act, Statute, Ordinance or Regulations, the appointment of a member of staff whose appointment is temporary, part-time or probationary; or who is appointed after or allowed to continue in employment beyond any retiring age prescribed by the Council; or whose appointment is for a fixed period or not intended to continue till retiring age.
- (ii) Any member of the academic staff or administrative staff may be suspended or have his/her appointment terminated for good cause by the Council provided that:
 - (a) the appointment of a member of academic staff who holds an appointment until retiring age shall not be determined by the Council unless there has been an

investigation relating to his case by a Joint Committee, nominated by the Council and the Senate and one third of the members of the Joint Committee should be appointed by the Senate; and the person concerned has, if he so requests, been permitted to appear and defend himself in person or through his chosen representative before the Joint Committee. The report of the Joint Committee shall then be considered by the Senate and then by the Council; and the decision of the Council on his case shall be final.

- (b) The appointment of a member of the administrative staff who holds an appointment until retiring age shall not be determined by the Council unless the person has been notified in writing of the grounds of which consideration is being given to the determination of his appointment; and there has been an investigation relating to his case by a three-man Investigating Committee appointed by the Council from among its members, two of whom shall be external members of Council and the person concerned has, if he so requests, been permitted to appear to defend himself in person or his chosen representative before the Investigating Committee to defend himself. The report of the Investigating Committee shall be considered by the Council; and the decision of the Council on his case shall be final.
- (c) For the purpose of Sub-Section (6) (ii) above "good cause" means:
 - (i) conviction for any offence which the Council considers to be such as to render the person concerned unfit for the discharge of the functions of his office;
 - (ii) any physical or mental incapacity which the Council, after obtaining medical advice,

- considers to be such as to render the person concerned unfit to continue to hold his office;
- (iii) conduct of a scandalous or otherwise disgraceful nature which the Council considers to be such as to render the person concerned unfit to continue to hold his office;
 - (iv) conduct which the Council considers to be such as to constitute failure or inability of the person concerned to discharge the functions of his office or to comply with the terms or conditions of his services.
 - (v) Any breach of paragraph 16 (1) above as the Council shall consider serious enough to warrant termination of appointment.

(7) Termination other than on Grounds of Misconduct

The Council may require a member of staff to withdraw or retire from the service of the University due to a re-organisation or abolition of office or in the interest of the University. The staff shall, in such a case be entitled to retirement benefits as provided in Part VI Section 5 thereof.

(8) Suspension from Office Pending Final Determination of Allegation of Misconduct

- (i) Whenever a case of misconduct which is of such nature as to warrant dismissal has been reported to the Vice-Chancellor, the Vice-Chancellor shall set up an Investigative Panel to investigate and report to him/her within a period specified by the Vice-Chancellor. After a prima-facie case of misconduct has been established against the member of staff, the Vice-Chancellor may suspend such staff from office pending the final determination of the case. The staff, if so suspended, shall receive only a half of his/her basic salary for the period of the suspension, and thereupon be forbidden to carry on his/her duties and to visit his/her place of work without the express written permission of the Vice-Chancellor.

- (ii) When a member of staff has been suspended under paragraph (i) above, s/he shall be called upon to hand over the property of the University in his/her charge to his/her Head of Department.
- (iii) Notice of suspension shall be conveyed in writing by the Registrar to the staff.
- (iv) Where a member of staff on suspension under Sub-Section (i) above is found not liable of any of the allegations preferred against him/her after investigation, s/he shall be reinstated and shall receive the balance of his/her salary and allowances for the whole period of his/her suspension.

(9) Right of Appeal

- (i) A member of staff dissatisfied with the interim action taken against him/her by the Vice-Chancellor in paragraph 8(i) above shall have the right of appeal to the Council which may, after causing such inquiry to be made into the matter as it may consider appropriate, either confirm or set aside the suspension order made against the employee concerned or alter it in such manner as it may deem fit.
- (ii) The fact that an appeal has been brought pursuant to sub-section (i) above against suspension by the Vice-Chancellor shall not affect the operation of the order of suspension pending the determination of the appeal.

(10) Loss or Damage to University Property

- (i) If at any time the Vice-Chancellor is, after formal inquiry, satisfied that the University has sustained a loss by reason of neglect or default of any employee, such employee shall be liable to make good the loss or damage to the extent ascertained as a result of the formal inquiry. The Vice-

Chancellor may order that any sum of money due to such employee from the University, including salaries and allowances, be withheld in restitution of such a loss or damage.

- (ii) Should a loss of funds or stores occur, any employee discovering the loss shall forthwith report it to his Head of Department, who in turn shall report to the Vice-Chancellor. Failure to make an immediate report of such loss shall be regarded as misconduct under Section 2 of Part IV of these Regulations.
- (iii) Any employee who is ordered to make restitution by the Vice-Chancellor under this section shall have a right of appeal to Council for a review of the disciplinary action of the Vice-Chancellor.

PART V

(NOTE: CORRECT SALARY GRADES FOR EACH CATEGORY OF STAFF ARE TO BE STATED/INSERTED IN THE APPENDICES. THIS IS THE WORK OF THE COMMITTEE ON CAREER STRUCTURE & HARMONISATION)

18. SALARY GRADES AND PLACEMENTS

- (1) The approved salary scales for senior staff grades are listed in Appendix II to these regulations. These salary scales may be amended by the Council from time to time but no amendment shall normally adversely affect a member of staff already in the employ of the University.
- (2) In special circumstances, the Council may make appointments on contract, secondment or transfer outside these salary scales.
- (3) An expatriate shall normally be appointed on contract only, and when so appointed, shall be paid a contract addition at a rate approved from time to time by the Council and payable at the end of each contract period.

Placement on Salary Scales on Appointment

- (4) The entry point on a salary scale on initial appointment shall be determined by the Appointments and Promotions Committee in the case of an academic staff, and by the Administrative Staff Committee in the case of administrative staff, and in both cases in accordance with the financial regulations in force at the time of appointment.
- (5) In deciding the point on the salary scale for Assistant Lecturer, Lecturer or Senior Lecturer at which a candidate shall be placed on first appointment, the

Selection Panel will have regard to experience, qualifications and seniority of the person concerned in the equivalent grade in his previous academic or research appointment if he is from an institution of equivalent status, and will normally grant one increment above the point on the scale he would have reached had he continued in his former post.

- (6) (i) A candidate with a PhD degree (or equivalence) of a University recognized by the University without teaching experience or publication shall be appointed as Lecturer II.
- (ii) A candidate with a PhD degree (or equivalence) of a University recognized by the University shall on first appointment be placed on the appropriate point on Lecturer I grade provided that he meets one or more of the following additional conditions: -
 - (a) one-year relevant teaching experience with at least three good publications; or
 - (b) two years relevant teaching experience with at least two good publications; or
 - (c) Registration with a statutory professional body where required, and as may be recommended by the Appointments and Promotions Committee and approved by Senate from time to time.

(7) Review of Salaries and Regrading

The Committee may review the salary or re-grade the appointment of a member of staff on a recommendation made by the Head of the Department concerned for the reason that the earlier assessment had not been based on all the available facts, which consequentially resulted in a wrong placement on the salary scale or wrong grade, provided that such review or regrading shall normally be

considered in the first year of appointment and only in such cases the review or regrading shall be made retroactive to the date of such appointment. All proposals for a review of salary or for regrading shall be made in the first instance to the Registrar who shall present them to the Committee for consideration.

(8) Commencement of Salary

- (a) The salary and other approved emoluments on initial appointment shall be paid from the date of assumption of duty.
- (b) If a member of staff obtained his/her higher degree while on approved study leave, the commencement of the new scale as well as the regrading shall be from the date of resumption of duty.
- (c) Where a member of staff who obtained a masters or Ph.D. degree from this University is regraded, the date of regrading and new salary will be the date the Senate of the University awarded the degree.

(9) Rates of Pay

- (a) The rates of pay shall be as stipulated in Appendix II or as approved by the Council from time to time.
- (b) Rates of pay for other posts not included in Appendix II shall be as follows:
 - (i) Part-Time Academic Staff and Other Non-Academic Employees
Graduates or such professionally qualified persons who are not members of the University staff, but who are required to undertake part-time teaching, shall be paid at a rate to be fixed by the Council.

(ii) Temporary Part-Time Graduate or Other Non-Academic Employees

Graduate or suitably qualified persons appointed on temporary part-time work other than teaching shall be paid at the rate to be fixed by the Council and the persons so employed shall not work for more than four hours a day up to a maximum of *twenty hours* a week.

(iii) Demonstrators (Part-Time)

1. Graduate demonstrators shall be paid at the rate to be fixed by the Council.
2. Student demonstrators (i.e., students proceeding to a Final Degree examination) shall be paid at the rate to be fixed by Council.

(iv) Associate Lectureship

Graduates or such professionally qualified persons who are not members of the University staff shall be appointed on lump sum per session. The lump sum shall normally be fixed by the Council.

(10) Increments

The date for annual increment for a member of staff so entitled, shall be 1st October of each year and as may be reviewed by the Council from time to time, provided that a member of staff who, after 31st March in any session takes an appointment or enters a salary scale on which increment is to be made, will not be eligible for an increment until October of the year following.

PART VI

19. *PENSION AND GRATUITY*

- (1) A Nigerian member of staff who holds an appointment to retiring age shall be eligible for pension and gratuity in accordance with the provisions of the Pensions Reform Act, 2014 or any substitute therefor.
- (2) To qualify for retirement benefits, a member of staff must have attained the age of 50 years and must give a minimum notice of at least three or six months, as applicable, of his/her intention to retire as provided in Part III of these Regulations.
- (3) A Non-Nigerian shall not be offered appointment on pensionable terms but on contract. Such staff shall normally be entitled to a contract addition if and as approved from time to time by the Council.
- (4) A member of staff who withdraws from the service of the University before attaining the age of 50 years shall be eligible for gratuity and pension in accordance with the provisions of the Pension Reform Act 2014 or any applicable law.
- (5) A member of staff who is required by the University Council to withdraw or retire from service under Part IV, Section 17 (7) of these Regulations shall be entitled to retirement benefits in accordance with the provisions of the Pension Reform Act 2014 and in addition, three- or six-months' salary in lieu of notice where notice of termination is not given as appropriate.

PART VII

20. PROMOTIONS

Promotion of Academic Staff

In this section, "the Committee" means the Appointments and Promotions Committee.

- (1) A Review Panel shall be constituted in each College/Faculty/Institute/Library in line with the Senate approved guidelines and shall receive proposals from Heads of Departments based on recommendations of the Departmental Review Panels for the promotion of academic staff. After due consideration of the proposals, the College/Faculty /Institute Review Panel shall make its own recommendations to the Committee. Where there is neither a substantive nor an acting Head of Department, proposals for promotion in that Department shall be made by the Dean of the Faculty based on the recommendations of the Departmental Review Panel.
- (2) A proposal for promotion made by a Head of Department shall include a comprehensive assessment of the candidate's qualifications and overall performance in the Department/Faculty. Research and publications shall be evaluated subject to the criteria in Part VII, Sections 7 and 8. They shall not be merely enumerated. At the end of every annual review, the Dean or the Head of Department as the case may be, shall make known to each staff the decision of the Review Panel regarding him.
- (3) All members of the academic staff, irrespective of grade, shall be reviewed annually. For promotions below the grade of Senior Lecturer, the decisions of the Faculty/Institute/Library Review Panel shall be communicated to the candidates after

the meeting of the Review Panel using the approved University format for communicating such decisions; but promotions up to the grade of Senior Lecturer in the College of Health Sciences shall be communicated to the candidates by the College. Promotions to the Readership/ Professorship grades shall be communicated to the candidates by the Registrar using the approved format.

(4) Promotions may be classified as either normal or accelerated:

- (i) A normal promotion is one to which a member of staff is eligible having served for a minimum of three years on a salary grade level provided that the staff also meets the other criteria stipulated in these Regulations or as may be made from time to time.
- (ii) An accelerated promotion is one to which an employee is eligible before spending the maximum number of years required on a salary grade in addition to meeting the other criteria, provided that a member of staff shall normally be expected to spend at least two years on his or her present grade.
- (iii) In addition to meeting the other criteria for promotion, the following criteria shall apply to entitle a candidate to an accelerated promotion:
 - (a) evidence of scholarly research publications in related journals in the candidate's field.
 - (b) evidence of exceptional teaching ability; and
 - (c) evidence of special contribution(s) to the Department and or the University.

(5) Appeal Against College/Faculty Review Panel Decision

Appeal against College/Faculty/Institute Review Committee decision shall initially be addressed to the College/Faculty/Institute Review Committee. The Panel will then consider the protest and communicate its decision to the staff. If still not satisfied, the staff may petition the Appointments and Promotions Committee. Such a petition shall be forwarded to the Chairman of the Appointments and Promotions Committee through the Provost/Dean/Director of the College/ Faculty/Institute who shall forward with the petition the comments and decision of the College/Faculty/Institute Review Panel relating to the case.

(6) Appeal Against Appointments and Promotions Committee's Decision

(a) All appeals against decisions made by the Appointments and Promotions Committee in relation to annual reviews shall be routed through the Provost, Dean or Director to the Appointments and Promotions Committee for a reconsideration of its decision, provided that where the petitioner is the Provost, Dean or Director he/she shall forward the appeal directly to the Committee.

(b) For promotion cases that terminate at the Faculty/College/Library/Institute Review Panel, appeals shall be routed through the Head of Department, Unit, Institute or Director to the appropriate Review Panel for a reconsideration of its decision, provided that where the petitioner is the Head of Department/Unit/Institute, s/he shall forward the appeal directly to the Dean or Provost as appropriate.

(7) NOTES

The following notes apply to the tables on publications regarding assessment of academic staff for promotion.

Item (i): Refereed Conference Proceedings:

Attendance at Conferences should be encouraged; however, the proportion of Publications to be assessed for promotion purposes should not exceed fifteen percent (15%) for all categories of staff.

Item (ii): Books and Monographs:

- (a) All books for assessment must be accredited by the appropriate organs.
- (b) All categories of staff may contribute chapters to edited books.
- (c) Authored accredited books are acceptable only if the staff published such books after promotion to the rank of Senior Lecturer or above; thus, any authored book while the staff had not attained the status of Senior Lecturer shall not be assessed.
- (d) The proportion of authored books or contributions to book assessed shall not exceed **ten percent (10%)** for all categories of Staff.

Item (iii): Sole/Joint Authorship:

Sole and joint authored publications are acceptable subject to the following:

- (a) Joint Authorship shall constitute a minimum of twenty percent (20%) of all publications for staff for promotion to Senior Lecturer post or above.
- (b) In Humanities, sole authorship shall constitute not less than ten percent (10%) of total publications.

Item (iv): Lead or First Authorship

Every Academic Staff is encouraged to pursue the position of Lead or First Author, which often signifies ability to conceptualize, conduct, lead and complete research. Thus, for the various positions from Senior Lecturer and above, the proportion of first authorship shall not be less than thirty percent (30%) of all publications presented for assessment.

Item (v): Scoring for Joint Publications

Score obtained by joint authorship should be progressively distributed on the basis of authors contribution with a maximum of 80% for the first author and minimum of 40% starting from the fifth author. Based on the quality of the article and journal outlet, joint authors may score the maximum mark.

Item (vi): Geographical Spread of Publications

Articles should be published in indexed journals across many continents.

Item (vii): Focus of Publications

Not less than sixty percent (60%) or more of a candidate's publications shall be in the area of focus for Readership and Professorship grades.

Item (viii): Electronic-Journals

Fully electronic journals must be indexed. Hybrid journals must be accredited by the University. Academic staff are encouraged to publish in indexed journals such as SCOPUS, THOMSON REUTERS, SCIENCE DIRECT and other relevant indexing authorities in their field. In addition, the candidate should provide their contribution to joint authorship and such should be assessed.

Item (ix): Total Score

(a) In the final summation of marks, where the total score exceeds 100, the score for Publications (P) shall be documented as 50; thus, where the total sum of scores for Publication is 120 divided by 2 = 60; the score for Publication shall be 50.

(8) APPOINTMENTS AND PROMOTIONS COMMITTEE CRITERIA FOR PROMOTION OF ACADEMIC STAFF AT ALL LEVELS

This document addresses the criteria for promotion of three categories of academic staff considered at the Appointments and Promotions Committee (A&PC) of the University: (i) Academic Staff in Teaching Departments, (ii) Academic Staff in Research Units/Institutes, and (iii) Academic Staff in the Library.

1. CATEGORIES OF ACADEMIC STAFF AND LEVELS

Table 1: Levels of Academic Staff in Teaching Faculties

S/No.	Level of Staff
1.	Assistant Lecturer (AL)
2.	Lecturer II
3.	Lecturer I
4.	Senior Lecturer (SL)
5.	Reader
6.	Professor

Table 2: Levels of Academic Staff in Research Institutes/Units

S/No.	Level of Staff
1.	Junior Research Fellow (JRF)
2.	Research Fellow II (RF II)
3.	Research Fellow I (RF I)
4.	Senior Research Fellow (SRF)
5.	Principal Research Fellow (PRF)
6.	Research Professor (RP)

Table 3: Levels of Academic Staff in the Library

S/No.	Level of Staff
1.	Librarian II
2.	Librarian I
3.	Senior Librarian (SL)
4.	Principal Librarian (PL)
5.	Deputy Librarian (DL)
6.	University Librarian*

Note: * University Librarian is by advertisement/appointment.

2. GENERAL NOTES FOR ACADEMIC STAFF PROMOTION

- (i) All members of academic staff, irrespective of grade, must be reviewed for promotion annually through the Departmental/Library/Research Unit/Faculty/College Review Panels.
- (ii) All members of academic staff must be on ground during the period of annual review at the various levels, except for those granted approved Leave of Absence.
- (iii) For normal promotion, an academic staff is eligible to have served for a minimum of three years on a salary grade level.
- (iv) Annual increment shall be denied any academic staff who fails to submit papers for assessment during an annual review exercise.
- (v) Promotion cases should be concluded within a maximum of six months in the Department, Library, Research Unit, Faculty and College.
- (vi) Note that candidate must score at least the stipulated minimum points for all the criteria specified for promotion.
- (vii) Once the promotion case for an academic staff scale through Department/Library/Research Unit/Faculty/College levels, it should not be stepped down at A&PC because the candidate is no longer on ground. This is simply because s/he had already worked and earned the promotion long before the time of its consideration at the A&PC meeting.
- (viii) If a staff is on ground for 2 years and nine months and then proceeds on a Leave of Absence, s/he should come back and serve for the remaining 3 months to make his/her years on ground after last promotion sum up to 3 years.

- (ix) The promotion of staff who requests for an extension of leave after the initial approval should be stepped down at all levels.
- (x) Sighting of original copies of publications for promotion should be done at the Department, Library, Research Units, Faculty, College and the Appointments and Promotions Committee meetings.
- (xi) All applicants for promotion must indicate the additional papers that have been obtained since their last promotion. Such papers should be clearly marked with an asterisk to isolate them from other papers used for previous promotions.
- (xii) An academic staff on approved study leave for Ph.D. cannot be considered for promotion until the programme is completed.
- (xiii) An academic staff without a Ph.D. or its equivalents as the case may be shall not be eligible for promotion beyond Lecturer I or its equivalent.
- (xiv) An Assistant Lecturer with a Ph.D. should be automatically regraded to Lecturer 1 with effect from the date of obtaining the Ph.D.
- (xv) The promotion of a Graduate Assistant, an Assistant Lecturer and other Academic members of staff in training positions shall not be tantamount to confirmation of appointment but shall be indicative only that the employee is making appreciable progress in his/her academic programme for higher qualifications.
- (xvi) The appointment of an academic staff without a Ph.D. degree shall not be confirmed, and an academic staff who fails to obtain a Ph.D. within five years of commencing same shall be regarded as unsuitable for academic work and shall have his/her appointment determined.
- (xvii) The effective date of all promotions shall be 1st October, following the promotion exercise.

- (xviii) The recommended font type size for preparing promotion papers is Times New Romans 12 with a line spacing of 1.5

3. PROMOTION CRITERIA AND MAXIMUM POINTS

The criteria and maximum points recommended for promotion of academic staff in all categories are shown in Table 4.

Table 4: Promotion Criteria and Maximum Points

S/N	Criteria	Maximum Point		
		Teaching	Research Units	Library
1.	Academic/Professional Qualification (Q)	5	5	5
2.	Teaching/Teaching Equivalent (T/TE)	20	10	10
3.	Current Research (CR/M)	5	5	5
4.	Publication (P)	50	60	30
5.	Services and Administrative Skills (S/AD)	10	10	20
6.	Professional Competence (PC)	-	-	20
7.	Academic Leadership and Maturity (ALM) for Senior Lecturers, Readers and Professors	10	10	10
	Total	100	100	100

4. SCORING OF PROMOTION CRITERIA

4.1 Scoring of Academic and Professional Qualification (Q)

The following scores are recommended for all categories of academic staff:

- | | | | |
|------|-----------------------------------|---|---------|
| i. | Up to B.Sc./B.A. | - | 1 mark |
| ii. | Up to M.Sc./M.A. (without thesis) | - | 2 marks |
| iii. | Up to M.Sc./M.A. (with thesis) | - | 3 marks |
| iv. | Up to M.Phil. | - | 4 marks |
| v. | Up to Ph.D. | - | 5 marks |

The grades are not cumulative; hence it is unnecessary to stipulate a minimum for the various cadres.

4.2 Scoring of Teaching/Teaching Equivalent (T/TE)

4.2.1 Scoring of T/TE for Academic Staff in Teaching Departments

Scores for teaching and teaching equivalent consist of four elements: Length of Service, Quality of Teaching, Quantity of Teaching, and Examination Processing. These are shown in Table 5 for academic staff in teaching Departments with their maximum points.

Table 5: Scores for T/TE for Academic Staff in Teaching Departments

S/N.	Items	Maximum Point
1	Length of Service	5
2.	Quantity of Teaching	5
3.	Quality of Teaching	5
4.	Examination Processing	5
Total		20

In scoring the *length of service*, a teaching staff should be eligible for half a point per year of service for a maximum number of 10 years. The applicable number of years would however include only those during which the staff was physically on ground; and should exclude such years when a staff was on approved Leave of Absence.

Scoring the *quantity of teaching* should be determined by the number of courses assigned by the Head of Department (HOD) to any staff within the period under review. It is measured at 1 point for one course subject to a maximum of 5 points, taking into consideration the teaching load (i.e., class size and course unit). The quantity of teaching should be assessed by the Department or Departmental Sub-committee for transparency.

For *quality of teaching*, each College/Faculty/Department should explicitly emphasize the areas of teaching that are paramount to it, with respect to regularity and punctuality in classes, communication skills, currency of course outline, clinical instruction or medical consultancy etc. It is to be determined by students' feedback from

assessment form (see Appendix 1) completed online during registration on the e-portal. The scoring for quality of teaching is shown in Table 6.

Table 6: Scoring for Quality of Teaching

S/N	Item	Scoring
1.	Students' Assessment	2.5
2.	Departmental Assessment	2.5
	Total	5.0

In scoring for *examination processing*, HODs or Departmental Committees on examinations are to deliberate and decide on appropriate deadline for submission of examination questions, marking schemes and grades. Any Lecturer who meets the deadline would be scored the maximum point while the Lecturer who submits late would be scored the minimum or no point at all. The scoring for the components of examination processing is shown in Table 7.

Table 7: Scoring for Examination Processing

S/N	Items	Scoring
1.	Conduct of examination	1
2.	Timely submission of examination questions	1
3.	Timely return of grades/exam results	1
4.	Timely uploading of results	2
	Total	5

For the various cadres, the maximum and minimum points required for promotion under teaching and teaching equivalent for teaching staff are as shown in Table 8.

Table 8: Required Maximum and Minimum Points for T/TE for Promotion to Various Cadre of Staff in Teaching Departments

	Teaching/Teaching Equivalent
Maximum Point	20
Professor	15
Reader	14

Senior Lecturer	12
Lecturer I	10
Lecturer II	10

4.2.2 Scoring for T/TE for Academic Staff in Research Units

The scoring for Teaching/Teaching Equivalent of staff in Research Units consists of four elements: Length of service, quantity of teaching/training/capacity building activities, quality of teaching/training/capacity building activities, and examination processing/technology dissemination activities. These are shown in Table 9 for academic staff in teaching Departments with their maximum points.

Table 9: Scores for Teaching and Teaching Equivalent (T/TE) for Staff in Research Units

S/N.	Items	Maximum Point
1	Length of Service	5
2.	Quality of Teaching/Training/Capacity Building Activities	5
3.	Quantity of Teaching/Training/Capacity Building Activities	5
4.	Examination Processing/Technology Dissemination	5
Total		20

In scoring the *length of service*, academic staff in Research Units are eligible for half a point per year of service for a maximum number of 5 years within which the staff was physically on ground; and should exclude such years when the staff was on approved Leave of Absence.

The *quantity of teaching, training and capacity building activities* should be determined by the number of courses assigned by the Head of Programme, and the number and extent of training/ capacity building activities undertaken by the staff within the period under

review. It is measured at half a point per course/training/capacity building activities subject to a maximum of 2.5 points. This component should be assessed by the Programme or Programme Sub-committee for transparency. The training and capacity building activities are imperative for staff in Research Units and include the following: monthly technology review meetings, pre-season trainings for extension staff, special capacity building workshops, etc.

The *quality of teaching, training and capacity building activities* in Research Units should be determined by feedback from beneficiaries of the activities subject to a maximum of 1 point, and the assessment by the Programme or Programme Sub-committee subject to a maximum of 1.5 points. The scoring for this component is shown in Table 10.

Table 10: Scoring for Quality of Teaching, Training and Capacity Building Activities

S/N	Item	Scoring
1.	Beneficiaries' Assessment	1.0
2.	Programme/Sub-Committee Assessment	1.5
	Total	2.5

In scoring for *examination processing/technology dissemination*, Head of Programmes/Programme Sub-committees are to deliberate and decide on the conduct of examination, timely return of grades and upload of results, and the number and timeliness of technology dissemination. Any academic Staff in Research Units who meets the requirements would be scored a maximum of 1 point for examination processing and 1.5 points for technology dissemination. The scoring for this component is as shown in Table 11.

Table 11: Scoring for Examination Processing and Technology Dissemination

S/N	Items	Scoring
1.	Conduct of examination	0.5
2.	Timely return of grades and upload of results	0.5
3.	Number and quality of technology disseminated	1.0
4.	Timely dissemination of technology	0.5
	Total	2.5

For the various cadres of staff in Research Units, the maximum and minimum points required for promotion under teaching and teaching equivalent are as shown in Table 12.

Table 12: Required Maximum and Minimum Points for Teaching/Teaching Equivalent for Academic Staff in Research Units

	Teaching/Teaching Equivalent
Maximum Point	10
Research Professor	5
Principal Research Fellow	3
Senior Research Fellow	2
Research Fellow 1	1
Research Fellow II	1

4.2.3 Scoring for Teaching/Teaching Equivalent for Library Staff

For the Teaching/Teaching Equivalent of Library Staff, teaching load of professional Library staff, derived mainly from instruction on Library procedure to all first-year students, is lighter and therefore carries a maximum score of 10 compared to 20 for academic staff in teaching Departments. The total maximum score shall be allotted as shown in Table 13 and the required maximum and minimum points for various cadres in Table 14.

Table 13: Scoring for Teaching/Teaching Equivalent for Library Staff

Item	Scoring
Quantity of teaching (regularity, punctuality)	3
Quality of teaching (content integrity, delivery and communication skills)	3
Examination processing (grading and prompt submission)	4
Total	10

Table 14: Required Minimum Points for Teaching/Teaching Equivalent for Library Staff

	Teaching/Teaching Equivalent (Library)
Maximum Point	10
University Librarian	8
Deputy Librarian	8
Principal Librarian	8
Senior Librarian	5
Librarian I	5

4.3 Scoring of Current Research and Mentorship (CR/M)

The maximum score for current research, conference attendance and mentorship for academic staff in Teaching Departments, Research Units and Library are as shown in Table 15.

Table 15: Maximum Scores for Current Research and Mentorship for All Academic Staff

S/N	Item	Scoring
1.	Certified research in progress, technical reports and/or related curatorial duties, indexing/classification. Law reporting (peculiar to Fine Arts, Natural History Museum, Library, Faculty of Law) etc.	1
2.	Supervision of projects and thesis	1
3.	Current paper presentation at conference/Exhibition attended/Current Departmental technical reports/Public lecture	1
4	Mentorship (Support and guidance for junior academics on grantsmanship, fellowships, scholarships, workshop/conference papers, joint publications, joint research, training opportunities)	2
	Total	5

The total maximum score for all items is 5. This is aimed at encouraging staff to get involved in all the items listed.

For an academic staff to be promoted, s/he must score at least the stipulated minimum in both current research and publication.

For various cadres, the recommended maximum and minimum points required for promotion under current research and mentorship for all categories of staff are as shown in Table 16.

Table 16: Required Minimum Current Research Scores for Promotion to Various Cadres

			Current Research (CR)
Maximum Point			5
Minimum points for various cadres			
Teaching Departments	Research Units	Library	
Professor	Research Professor	University Librarian	3
Reader	Principal Research Fellow	Deputy Librarian	3
Senior Lecturer	Senior Research Fellow	Principal Librarian	2
Lecturer I	Research Fellow I	Senior Librarian	1
Lecturer II	Research Fellow II	Librarian I	0

4.4 Publications (P)

General notes on publications for all categories of academic staff are as follows:

- (i) The acceptable publications for promotion assessment include: journal articles, refereed conference proceeding papers, accepted papers, authored books, patents and certified inventions, documented exhibitions, documented/reference designs, contribution to books, refereed monographs, book/case reviews, non-refereed but edited and published conference papers, and book editing. Patented technologies include crop varieties duly

registered and released by the national varietal release committee.

- (ii) Publications must be affiliated to higher institutions of learning, academic societies and reputable publishers. However, publications based in Colleges of Education; Monotechnic/Polytechnics, as well as Lectures delivered at workshops and seminars are unacceptable for the purpose of promotion.
- (iii) All publications for promotion should be subjected to plagiarism test at the Department/Research Unit/Faculty/College levels.
- (iv) Each Faculty/College should have a list of acceptable journals with regular updates in the relevant disciplines. Each Faculty/College should also compile a list of blacklisted/predatory journals with concurrent authentication by the Library to discourage staff from publishing in them.
- (v) Journal papers must be published in a scholarly/professional body with website URL/Address, editorial Board, verifiable address, ISSN and DOI. There should not be more than two (2) papers in any single issue of a Journal by the same author.
- (vi) Papers published online ahead of print shall be scored as published papers provided, they have digital object identifier (DOI) numbers and the printed version should be presented for promotion.
- (vii) Duplication, fabrication, falsification and overlapping in publication are not acceptable for the purpose of promotion.
- (viii) Books must have ISBN number. Books published for primary and secondary schools, lectures delivered at workshops/Seminars and contributions to Encyclopedia are not acceptable for promotion purpose.
- (ix) All publications submitted for the purpose of a promotion exercise must have been accredited by the Departmental and Faculty/College Accreditation Committees. The minutes of the Faculty/College Accreditation Committee

referencing the Departmental Accreditation Committee report, together with both the hard and soft copies of accredited publications should be submitted to the University Accreditation Committee for further processing.

- (x) Each Faculty/College shall receive a list of accredited publications from the University Accreditation Committee on regular basis; and this will also be uploaded on the University website.
- (xi) Promotion of academic staff should be premised on evidence of initiating journal publication as follows;
- (xii) Senior lecturer- minimum of 2 journals papers/book chapters
- (xiii) Reader- minimum of 4 journal articles/book chapters
- (xiv) Professor- minimum of 8 journal articles/book articles

4.4.1 Scoring of Publications

(a) Maximum Score Obtainable for Different Academic Publications

A candidate is scored on publications on the basis of the quality of the papers and relevance of publications to research focus. In addition, for promotion to Senior Lecturer and above, the score will be guided by the research focus of the candidate.

The total maximum score of 50 was recommended for publication for academic staff in teaching Departments and 60 for those in Research Units. For Library staff, greater emphasis should be placed on professional competence and experience than on research and publications particularly, up to the Senior Librarian Grade. Thus, a total maximum score of 30 was recommended for professional Library staff, based on the relevance of the publications to the development and growth of the science and practice of librarianship. The Criteria for scoring which are based on quality of the papers are as specified in Table 17.

Table 17: Types of Academic Publication and Maximum Score Obtainable

S/N	Publication	Scoring (Maximum)	Comments/Justifications
1.	Journal papers, refereed conference proceedings, Accepted papers	5marks maximum per full-length paper	Attendance at conferences should be encouraged. However, the proportion of refereed conference proceedings must not be more than 20% of all publications submitted for assessment for Senior Lecturer, 25% for Reader, and 30% for Professor.
2.	Authored books	10marks maximum per book	(a) Authored for the minimum status of a Senior Lecturer. (b) Maximum of 1 book for Senior Lecturer to Reader. (c) Maximum of 2 books for Reader to Professor. (d) One book is equivalent to 2 journal articles.
3.	Patents and certified inventions	10marks maximum each	(a) A patent is “a declaration issued by a government agency declaring someone an inventor of a new invention and having the privilege of stopping others from making, using or selling the claimed invention”; (b) Every patent accepted must have been certificated by designated authorities. (c) Each patent and certified invention is equivalent to 2 journal articles
4.	Documented exhibitions	5marks maximum each	One (1) documented exhibition is equivalent to 1 journal paper
5.	Documented/reference designs	5marks maximum each	Each documented/reference design is equivalent to 1 journal paper

6	Contribution to books relevant to candidate's discipline	5marks maximum per chapter	(a) Contribution of chapters to book should be done for staff with Ph.D. (b) Maximum of 2 chapters considered per book (c) Contribution to book chapters should not be more than 20% of publications submitted for promotion.
7.	Refereed monographs	5marks maximum per monograph	(a) A detailed documented study or original research paper on a single specialized subject. (b) Equivalent to one journal paper (c) Refereed monographs should not be more than 20% of publications submitted for promotion.
8.	Book/case reviews	2.5 marks maximum per review	To be scored only for Readers and Professors
9.	Non-refereed but edited and published conference paper	1 mark per paper	Maximum of 2 such papers considered for all cadres
10.	Non-refereed consultancy technical reports	0 mark	Strictly, not deemed to be academic in orientation
11.	Book editing	2.5 marks maximum per book	(a) Exclusive reserve of Professorial cadre (Reader and Professor); (b) Maximum of 2 books (N.B: NOT conference proceedings).

For all cadres, the unnecessary fragmentation of articles would normally attract less mark. Only one (1) of the journal articles considered duplicated should be graded.

The scoring scheme for the different categories of publications is shown in Table 18.

Table 18: Scoring Scheme for the Assessment of Academic Publications

	Patent/Book	Journal/Article etc.	Book/Case Review and Book Editing
Maximum Mark	10	5	2.5
Excellent	10	5	2.5
Very Good	8	4	2.0
Good	6	3	1.5
Very Fair	4	2	1.0
Fair	2	1	0.5
Poor	0	0	0

(b) Required Minimum Score of Publication for Promotion

Table 19 shows the required minimum scores of publications for promotion to various cadres. For promotion, a candidate must score at least the stipulated minimum in publications. Candidates without doctoral (or equivalent) degree will need more Journal papers than those with such degree for promotion to the same cadre as shown in brackets in Table 19 for up to Lecturer I. Candidates are not to be promoted beyond Lecturer I without a higher degree.

It is to be noted that some appointments are based not only on academic degree but also on professional qualifications. For example, a M.Sc. holder (in the Faculties of Environmental Design and Management, Pharmacy and Law) with professional qualification and who is registered by Regulatory Bodies will be regraded/appointed as Lecturer II, while a MBChB/MBBS or BChD/BDS holder with full registration with the Medical and Dental Council plus Ph.D. degree or Postgraduate Professional Fellowship qualification (FMCP, FMCS, FWACP or FWACS) will be regraded/appointed as Lecturer I in the College of Health Sciences. Candidates without higher degrees will normally need more journal articles than those with one for promotion to the same cadre as shown in brackets in Table 19 for up to Lecturer I.

The following pre-assessment conditions are recommended:

- (i) Minimum number of 30 publications for Professor, 36 for Research Professor, and 22 for University Librarian, and not

less than 70% of the publications must be journal articles while candidate could have up to but not more than 30% refereed conference proceedings/authored books. Thirty percent (30%) of the publications must be in high impact peer-reviewed journals, such as Scopus-Indexed, Thomson Reuters or other authoritative indexing agencies in relevant field.

(ii) Minimum number of 20 publications for Reader, 25 for Principal Research Fellow, and 14 for Deputy Librarian, and not less than 70% of the papers must be journal articles while candidate could have up to but not more than 25% conference proceedings/authored books. Twenty percent (20%) of the publications must be in high impact peer-reviewed journals, such as Scopus-Indexed, Thomson Reuters or other authoritative indexing agencies in relevant field.

(iii) Minimum number of 12 publications for Senior Lecturer, 16 for Senior Research Fellow, and 8 for Principal Librarian, and not less than 80% of the papers must be journal articles while candidate could have up to but not more than 20% refereed conference proceedings/book chapter contributions. Ten percent (10%) of the publications must be in high impact peer-reviewed journals, such as Scopus-Indexed, Thomson Reuters or other authoritative indexing agencies in relevant field.

(iv) Minimum number of five (5) publications for Lecturer I, eight (8) for Research Fellow 1, and three (3) for Librarian 1.

(v) Additional publications required for promotion to different cadres:

Lecturer 1 to Snr. Lecturer = 7 publications; Snr. Lecturer to Reader = 8; Reader to Professor = 10.

Research Fellow 1 to Snr. Research Fellow = 8 publications; Snr. Research Fellow to Principal Research Fellow = 9; Principal Research Fellow to Research Professor = 11.

Snr. Librarian to Principal Librarian = 5; Principal Librarian to Deputy Librarian = 6; Deputy librarian to University Librarian = 8.

Table 19: Minimum Publication Score Required for all Staff Categories at all Levels

S/N.		Publications (P)		
		Staff in Teaching Departments	Staff in Research Units	Library Staff
	Maximum Point	50	60	30
1	Professor/Research Professor/University Librarian	35	42	25
2.	Reader/Principal Research Fellow/Deputy Librarian	30	36	20
3.	Senior Lecturer/Senior Research Fellow/Principal Librarian	15	20	10
4	Lecturer 1/Research Fellow I/Senior Librarian	5 or (10)	9 or (14)	5 or (10)
5	Lecturer II/Research Fellow II/ Librarian I	0 or (5)	5 or (10)	1 or (6)

Note: Number in bracket applies to candidates without a Ph.D. degree

(c) Authorship of Publications

Both Sole and Joint authored publications are acceptable for promotion subject to the following:

On the issue of Joint Authorship, there are strong indications that a fairly high level of unethical academic practice may be taking place in our environment in form of “gift authorship” under the guise of collaboration. Rather than the current approach where all authors are equally scored on a paper despite the reality of different degrees of contribution and its high susceptibility to “gift authorship” abuse, a new approach is needed, which balances the promotion of genuine collaboration, with equity and justice in rewarding individual efforts,

and reducing the potential for gift authorship and other unethical forms of scholarship.

The following percentage of the publication score shall be assigned to each author for both journal and non-journal publications. This will serve as “Authorship Adjustment Factor” in the computation of scores for each candidate:

Scoring for Joint Publications

- (i) First author: 80% of the mark that the paper scores*
- (ii) Second author: 70% of the mark that the paper scores*
- (iii) Third author: 60% of the mark that the paper scores*
- (iv) Fourth author: 50% of the mark that the paper scores*
- (v) Fifth and other authors: 40% of the mark that the paper scores*

Based on the quality of the article and journal outlet joint authors may score the maximum mark.

Lead or First Authorship

- (i) Every Academic Staff is encouraged to pursue the position of Lead or First Author, which often signifies ability to conceptualize, conduct, lead and complete research.
- (ii) There shall be evidence of initiating at least 20% of journal publications for promotion to professional cadre in the College/Faculties/Research Units/Library.
- (iii) In the Humanities, sole authorship shall constitute not less than ten percent (10%) of total publications
- (iv) Joint authorship shall constitute a minimum of twenty percent (20%) of all publications for promotion to Senior Lecturer or above.

(d) Status and Geographical Spread of Publications/Publishers

Authors should be encouraged to publish in reputable, well-cited journals across different countries. It is expected that articles published in not too reputable journals will attract lower scores.

Spatial spread of publications should be encouraged. In general, attention shall be focused on the integrity and visibility of the outlet. A candidate whose conference proceedings was later made into a book, should have the book regarded as conference proceedings, once there is a certificate of conference attendance or registration to that effect.

For promotion to Professor cadre, at least two international conference attendance (virtual or physical) with paper presentation is required. This is to improve scholarship, broaden the horizon of staff, and further promote the image of the University.

To authenticate conference attendance (listed in the curriculum vitae), copies of the evidence of registration or certificate of attendance should be submitted and filed in the candidate's personal file in the Department upon return.

(e) Local and Foreign Classification and Scoring of Books

Recent experiences were reviewed in respect of circumventing of local and foreign criteria in book publications, whose authors come together only to publish a book outside Nigeria and count such as foreign.

Thus, the following should apply:

- (i) The local and foreign criteria should apply to both journals and books. However, to consider a journal foreign, it should be internationally indexed in the author's field of study (e.g., Medline for Health Sciences) as a mark of its internationally recognized status. Academic Units (College, Faculties, etc.) must define at two-yearly interval, the recognized international index or database in their fields.

For books to be considered foreign, the place of publication must be outside the country and at least 50% of the contributors must be domiciled outside Nigeria.

- (ii) Contribution of Chapters to Book should be scored only if staff has a Ph.D.
- (iii) Contribution to Book Chapters/Review/Festschrifts must not be more than 20% of submitted publications for promotion from Senior Lecturer to Reader cadre or Reader to Professor cadre.
- (iv) Assessment of book authorship should be for the minimum status of Senior Lecturer. For staff moving from Senior Lecturer to the Reader cadre, only one book would be scored; while for those moving from Reader to Professor, a maximum of two books would be scored.
- (v) The editing of books should be the exclusive reserve of the Professorial cadre.
- (vi) Only publications that are indexed should be taken to the University Accreditation Committee through the Departmental and Faculty/College Committees for the purpose of accreditation and documentation.
- (vii) Only the country location of all publications should be indicated in bracket in the listing of publications in the CV.
- (viii) Content validity, quality and focus of publications should be considered at the Department/Research Unit/Faculty/College levels to guide the scoring of papers.

(f) Focus of Publication

It is expected, in particular for promotion to the cadres of Reader and Professor, that scores awarded for later publications will be guided by relevance of publications to research focus. Not less than sixty percent (60%) or more of a candidate's publications shall be in the area of focus for Readership and Professorship cadres.

(g) Electronic Journals

Electronic journals are accepted as long as they are not Predatory journals

(h) Accepted Articles

Not more than 25% of the publications under consideration must be in the acceptance stage i.e., 75% must be in print. Accepted articles more than three years old at the time of Faculty Review should not be used unless a new letter of revalidation is obtained. Only one revalidation is acceptable for any article. Galley proof shall be considered evidence for accepted articles.

(i) Format for Presentation of Publication Scores

In addition to scoring, consideration was given to the importance of ensuring that all academic units of the University should have a uniform mode of presentation of scores for publications. The mode of presentation should be such that the marks for publications can be easily verified by the A&P Committee so that errors could be easily identified and corrected. Thus, the Tabular form in Table 20 shall be used to obtain the total publication score.

Table 20. Scoring for Assessing Publications with Joint Authorship for All Staff Categories

A	B	C	D	E	F	G	H
Publication number (as in candidate's CV)	Publication type	Maximum obtainable score for type of publication	Score for the publication	Number of authors	Rank of candidate in authorship list	Author adjustment factor (%)	Candidate's adjusted score for publication (D x G)
		Total Maximum Score obtainable					Total Score Obtained
<i>Candidate's overall weighted Score: (Total Score obtained/ Total Maximum Score Obtainable) *50 = 'P'</i>							

'P' represents the mark scored under publication out of the relative maximum mark of 50 for staff in Teaching Departments, 60 for staff in Research Units, and 30 for Library staff.

(j) Guidelines for Scoring Publication

Table 21: Grade, Description and Scoring of Publications

Grade	Description	Scoring
A	Excellent	5
B	Very Good	4
C	Good	3
D	Very Fair	2
E	Fair	1
F	Poor	0

Note: The maximum point is 5.

4.4.2 Guidelines for Editor Publishing in the Same Journal he/she is Editing for Promotion Purpose

In order to avoid the attendant question of ethical dilemma and promote transparency, it was recommended that while an individual is free to publish in any journal that he/she is the editor, such publications should NOT be accepted or assessed for the purpose of promotion but listed under “other publications” in the curriculum vitae to be submitted for promotion assessment. The same rule applies to regional-based journals.

To avoid challenges of ethical questions, editors of local journals should NOT publish in the journals during the period of their editorship if they plan to use such publications for promotion. As such, papers published by an individual in the journal he/she served on as the editor should NOT be assessed for the purpose of promotion, but should be listed under “Other Publications”.

4.5 Scoring for Services and Administrative Skills (S/AD)

4.5.1 Scoring for Staff in Teaching Departments and Research Units

The scoring of academic staff in teaching departments and research units are as shown in Table 22.

Table 22: Criteria for Scoring Services and Administrative Skills

S/N	Item	Scoring	
		Recommended Maximum Points (General)	Recommended Maximum Points (Health Sciences)
1.	Departmental Level	4	3
	(i) Attendance and participation at Departmental meetings	2	1.5
	(ii) Discharge of Departmental assignments (e.g., collation of examination results)	2	1.5
2.	Faculty Level	2	2
	(i) Attendance and participation at Faculty Board meetings	1	1
	(ii) Discharge of Faculty assignments	1	1
3.	College Level	-	1
	(i) Attendance and participation at College Board meetings	-	0.5
	(ii) Discharge of assignments on College Committees	-	0.5

4.	<p>University Level</p> <p>(i) Attendance and participation on University Committees – Every member of the Faculty should be given opportunity to be on University committees.</p> <p>(ii) Discharge of assignment on University Committees e.g., Ceremonials Committee, Hall Masters and Hall Mistresses, Wardens, Fellows, Task Forces, Ad-Hoc Committees, Programme Coordinators, etc.</p> <p>(iii) Oral examinations outside the Faculty.</p> <p>(iv) Invigilation of examinations outside the Faculty e.g., Post-UTME</p>	<p>2</p> <p>0.5</p> <p>0.5</p> <p>0.5</p> <p>0.5</p>	<p>2</p> <p>0.5</p> <p>0.5</p> <p>0.5</p>
5.	<p>Community Level</p> <p>(i) Involvement in services to the Community on Campus, the town and the larger society e.g., Religious Harmony Committee etc.</p>	<p>1</p> <p>1</p>	<p>1</p> <p>1</p>

6.	National/International Level	1	1
	(i) Membership and participation on national and international assignments (e.g., boards)	0.5	0.5
	(ii) Promotion of University's good image nationally and internationally through winning awards, exhibitions, performances, etc.	0.5	0.5
Total		10	10

Table 23: Required Maximum and Minimum Scores for Services and Administrative Skills (S/AD) of Academic Staff in Teaching Departments and Research Units

	Services and Administrative Skills (S/AD) Scores
Maximum Point	10
Professor/Research Professor	07
Reader/Principal Research Fellow	07
Senior Lecturer/Senior Research Fellow	05
Lecturer I/Research Fellow I	04
Lecturer II/Research Fellow II	02

4.5.2 Scoring for Services and Administrative Skills (S/AD) for Library Staff

For Library staff, the scoring of services and administrative skills is as shown in Table 24.

Table 24: Scoring of Services and Administrative Skills for Library Staff

	Services and Administrative Skills (S/AD) Scores for Library Staff
Maximum Point	20
Job performance/work output/quality of services (collection, cataloguing, classification, filing, indexing)	5
Job knowledge (reports, seminars, projects)	5
Quality of services rendered	2
Attendance and participation at meetings at the Library and University level	2
Discharge of Library assignments and University committees' assignments	2
Involvement in services to the community and beyond	2
Membership and participation on national and international assignments	2

Table 25: Required Maximum and Minimum Scores for Services and Administrative Skills for Library Staff

	Services and Administrative Skills (S/AD) Scores for Library Staff
Maximum Point	20
University Librarian	18
Deputy Librarian	15
Principal Librarian	10
Senior Librarian	8
Librarian I	5

4.6 Scoring for Professional Competence (PC) for Library Staff Only

For Library staff, greater emphasis is placed on professional competence and experience particularly, up to the Senior Librarian Grade. Professional competence is therefore defined and scored in terms of the following quantifiable parameters in Table 26.

Table 26: Scoring of Professional Competence for Library Staff

	Professional Competence (PC) Scores
Maximum Point	20
Membership of professional organization	5
Information and communication technology competence:	
Database search skills	3
Library management software competence	4
Online education resource support	3
Experience/length of service at one point for year of continuous service for a maximum of 5 years	5

Table 27: Required Minimum Scores for Professional Competence for Promotion of Different Cadres of Library Staff

	Professional Competence (PC) Scores
Maximum Point	20
University Librarian	15
Deputy Librarian	15
Principal Librarian	10
Senior Librarian	8
Librarian I	5
Librarian II	-

4.7 Scoring of Academic Leadership and Maturity (AL/M)

Evidence of academic leadership and maturity will be required for advancement in respect of promotion to any senior level (Senior Lecturer to Professor).

The scoring for academic leadership and maturity is the same for all categories of academic staff and based on five items as shown in Table 28.

Table 28: Scores for Academic Leadership and Maturity

S/N	Item	Academic Leadership and Maturity Scores
1.	Leadership role in the Department/Research Unit/Library	2
2.	Leadership role in the Institute/Centre/Faculty/College	2
3.	Initiating and Leading Research Project	1
4.	Organization of both National and International Seminars and Workshops	1
5.	Moral Conduct and Comportment	4
Total		10

Table 29: Required Maximum and Minimum Scores for Academic Leadership and Maturity for All Academic Staff

			Academic Leadership and Maturity (AL/M) Scores
Maximum Point			10
Minimum points for various cadres			
Teaching Departments	Research Units	Library	
Professor	Research Professor	University Librarian	07
Reader	Principal Research Fellow	Deputy Librarian	07
Senior Lecturer	Senior Research Fellow	Principal Librarian	05
Lecturer I	Research Fellow I	Senior Librarian	-
Lecturer II	Research Fellow II	Librarian I	-

5. OVERALL QUANTITATIVE ASSESSMENT FOR THE POSTS OF SENIOR LECTURER TO READER AND PROFESSOR INDICATING THE MINIMUM AND THE MAXIMUM MARKS OBTAINABLE

Table 30 shows the overall quantitative assessment for all academic staff indicating the maximum and minimum points for the various cadres.

5.1 Quantitative Assessment for Academic Staff in Teaching Departments

Table 30: Quantitative Assessment for Staff of Various Cadres in Teaching Departments

S/N	Criteria and Scoring Details	Maximum and Minimum Marks Obtainable					
		All Cadres	Lecturer II	Lecturer I	Senior Lecturer	Reader	Professor
		Max Point	Min. Point	Min. Point	Min. Point	Min. Point	Min. Point
1	Academic/Professional Qualifications (Q)	5	1	1	5	5	5
2	Teaching/Teaching Equivalent (T/TE)	20	10	10	12	14	15
	Length of Service	5					
	Quantity of Teaching	5					
	Quality of Teaching	5					
	Examination Processing	5					
3	Current Research/ Mentorship (CR/M)	5	1	1	2	3	3
	Certified Research in progress; Current Departmental Technical Reports and /or Related Curatorial Duties, Indexing/Classification, Law reporting, etc.	1					
	Supervision of Project and Thesis	1					

	Current Paper Presentation at Conference/Exhibition Attended; Public Lecture; Others (Award of research grants)	1					
	Mentorship	2					
	Sub Total						
4	Publications (P)	50	0 (05)	5 (10)	15	30	35
	Excellent 5 x						
	Very Good 4 x						
	Good 3 x						
	Very Fair 2 x						
	Fair 1 x						
	Poor 0 x						
	Sub-Total						
5	Services and Administrative Skills (S/AD)	10	2	4	5	7	7
	Departmental Level	4					
	Faculty Level	2					
	College Level	0					
	University Level	2					
	Community Level	1					
	National/ International Level	1					
6.	Academic Leadership and Maturity (AL/M)	10	0	0	5	7	7
	Leadership Role in the Department	2					
	Leadership Role in the Faculty	2					
	Initiating and Leading Research Project	1					
	Organization of both National and International Seminars/Workshops	1					
	Moral Conduct and Compartment	4					

	TOTAL	100	14 (19)	21 (26)	44	66	72
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Table 31: Overall Maximum and Minimum Points for Staff in Teaching Departments

S/N	ITEM	Q	T/TE	CR/M	P	S/AD	AL/M	TOTAL
	Maximum Point	5	20	5	50	10	10	100
1.	Professor	5	15	3	35	7	7	72%
2.	Reader	5	14	3	30	7	7	66%
3.	Senior Lecturer	5	12	2	15	5	5	44%
4.	Lecturer I	1	10	1	05 (10)	4	-	21% (26%)
5.	Lecturer II	1	10	1	0 (5)	2	-	14 (19%)

Note: Numbers in bracket are for candidates without a Ph.D. degree

5.2 Quantitative Assessment for Staff in Research Units

Table 32: Quantitative Assessment for Academic Staff in Research Units

S/N	Criteria and Scoring Details	Maximum and Minimum Marks Obtainable					
		All Cadre	Research Fellow II	Research Fellow I	Senior Research Fellow	Principal Research Fellow	Research Professor
		Max Point	Min. Point	Min. Point	Min. Point	Min. Point	Min. Point
1	Academic/Professional Qualifications (Q)	5	1	1	5	5	5
2	Teaching/Teaching Equivalents (T/TE)	10	4	5	6	7	7

	Length of Service	2.5					
	Quantity of Teaching/ Training Conducted & Capacity Building Activities	2.5					
	Quality of Teaching/Training Conducted & Capacity Building Activities	2.5					
	Examination Processing/Technology Dissemination	2.5					
3	Current Research/ Mentorship (CR/M)	5	2	2	3	4	4
	Certified Research in progress; Current Departmental Technical Reports and /or Related Curatorial Duties, Indexing/Classification, Law reporting, etc.	1					
	Supervision of Project and Thesis	1					
	Current Paper Presentation at Conference/Exhibition Attended; Public Lecture; Others (Award of research grants)	1					
	Mentorship	2					

	Sub Total						
4	Publications (P)	60	5 (10)	9 (14)	20	36	42
	Excellent 5 x						
	Very Good 4 x						
	Good 3 x						
	Very Fair 2 x						
	Fair 1 x						
	Poor 0 x						
	Sub-Total						
5	Services and Administrative Skills (S/AD)	10	2	4	5	7	7
	Departmental Level	4					
	Faculty Level	2					
	College Level	0					
	University Level	2					
	Community Level	1					
	National/ International Level	1					
6.	Academic Leadership and Maturity (AL/M)	10	0	0	5	7	7
	Leadership Role in the Department	2					
	Leadership Role in the Faculty	2					
	Initiating and Leading Research Project	1					

	Organization of both National and International Seminars/Workshops	1					
	Moral Conduct and Compartment	4					
	TOTAL	100	14 (19)	21(26)	44	66	72

Table 33: Overall Maximum and Minimum Points for Academic Staff in Research Units

S/N	ITEM	Q	T/TE	CR/M	P	S/AD	AL/M	TOTAL
	Maximum Point	5	10	5	60	10	10	100
1.	Research Professor	5	7	4	42	7	7	72%
2.	Principal Research Fellow	5	7	4	36	7	7	66%
3.	Senior Research Fellow	5	6	3	20	5	5	44%
4.	Research Fellow I	1	5	2	9(14)	4	-	21% (26%)
5.	Research Fellow II	1	4	2	5 (10)	2	-	14 (19%)

Numbers in bracket are for candidates without a Ph.D. degree

5.3 Quantitative Assessment for Library Staff

Table 34: Quantitative Assessment for Academic Staff in the Library

S/N	Criteria and Scoring Details	Minimum and Maximum Marks Obtainable					
		All Cadre	Librarian I	Senior Librarian	Principal Librarian	Deputy Librarian	University Librarian
		Max Point	Min. Point	Min. Point	Min. Point	Min. Point	Min. Point
1	Academic/Professional Qualifications (Q)	5	3	3	3	5	5
2	Teaching/Teaching Equivalents (T/TE)	10	5	5	8	8	8
	Quantity and quality of Teaching (regularity, punctuality, communication skill, etc.)	6					
	Examination Processing	4					
3	Current Research/ Mentorship (CR/M)	5	1	1	2	3	3
	Certified Research in progress; Current Departmental Technical Reports and /or Related Curatorial Duties, Indexing/Classification, Law reporting, etc.	1					
	Research support and services directed towards projects/supervision of project and thesis	1					
	Current Paper Presentation at Conference/Exhibition Attended; Public	1					

	Lecture; Others (Award of research grants)						
	Mentorship	2					
4	Publications (P)	30	1	5	10	20	25
	Excellent 5 x						
	Very Good 4 x						
	Good 3 x						
	Very Fair 2 x						
	Fair 1 x						
	Poor 0 x						
	Sub-Total						
5	Services and Administrative Skills (S/AD)	20	5	8	10	15	18
	Job performance/work output/quality of services (collection, cataloguing, classification, filing, abstracting, indexing)	5					
	Job knowledge (reports, seminars, projects)	5					
	Quality of services rendered	2					
	Attendance and participation at meetings at the Library and University level	2					
	Discharge of Library assignments and University committees	2					

	Involvement in services to the community and beyond	2					
	Membership and participation on national and international assignments	2					
6.	Professional Competence (PC)	20	5	8	10	15	15
	Membership of professional organization	5					
	Database search skills	3					
	Library management software use	4					
	Online education resource support	3					
	Experience/length of service at one point for year of continuous service for a maximum of 5 years	5					
7.	Academic Leadership and Maturity (AL/M)	10	-	-	5	7	7
	Leadership Role in the Department	2					
	Leadership Role in the Faculty	2					
	Initiating and Leading Research Project	1					
	Organization of both National and International Seminars/Workshops	1					
	Moral Conduct and Comportment	4					
	TOTAL	100	20	30	48	73	81

Table 35: Overall Maximum and Minimum Points for Promotion of Library Staff

S/N	ITEM	Q	T/TE	CR/M	P	S/AD	PC	AL/M	TOTAL (%)
	Maximum Point	5	10	5	30	20	20	10	100
1.	University Librarian	5	8	3	25	18	15	7	81%
2.	Deputy University Librarian	5	8	3	20	15	15	7	73%
3.	Principal Librarian	3	8	2	10	10	10	5	48%
4.	Senior Librarian	3	5	1	5	8	8	-	30%
5.	Librarian I	3	5	1	1	5	5	-	20%

(5.4) PROCEDURE FOR ESTABLISHING PRIMA FACIE CASES FOR PROMOTIONS AND APPOINTMENTS TO THE GRADE OF READER AND PROFESSOR

A. Factors for Consideration

(i) Excellence

Readership and Professorship grades are the highest academic positions in the University and therefore appointments to those levels should be based on the highest quality of work.

(ii) Maturity

Candidates must show strength of character that reflects high quality of leadership, maturity, integrity and probity.

B. Promotion Progression

(i) All promotions should be from Senior Lecturer to Reader and from the grade of Reader to the grade of Professor for academic teaching staff; from Senior Research Fellow to Principal Research Fellow and from Principal Research Fellow to Research Professor for staff in Research Units; and from Principal Librarian to Deputy Librarian and from Deputy Librarian to the grade of University Librarian.

(ii) A member of academic staff without a Ph.D. shall not be eligible for promotion beyond Lecturer I

C. Status of Publications

In all cases of movement beyond the Senior Lectureship cadre, the status of the candidate's work should be as specified in Part VII, Section 20(1). Any letter of acceptance which is older than three years shall be considered stale and hence unacceptable, unless a new letter of revalidation is obtained, and only one revalidation shall be acceptable for any article.

D. Assessment of Candidates

Due emphasis should be given to the totality of the qualification of the candidate beyond publications only. The maturity of the candidate will be evaluated in teaching, research and administrative experience as outlined in Part VII Section 1(h).

E. Establishing a Prima Facie Case for Promotion to the Grade of Reader/Professor

After the stipulated minimum period of three years for promotion, all candidates on Senior Lectureship/Readership grade should be reviewed for the purpose of determining the possibility of establishing a prima facie case for promotion to the grade of Reader/Professor.

F. Departmental Review Panel

The review of candidates for promotion in each Department shall be as follows:

(i) Department with more than one Professor

The Head should make his recommendations to a special Departmental Review Panel consisting of Professors (and Readers where appropriate). The Panel will consider the candidates' curriculum vitae and recommendations of the Head of Department and make appropriate recommendations to the Faculty Review Panel. All recommendations that must go from the Department to the Faculty Review Panel should conform with the general guidelines for assessment.

(ii) Department with one Professor who is also Head

The Head of Department should make his recommendations to the Faculty Review Panel in line with the general guidelines for assessment.

(iii) Department with a Professor who is not the Head

The Dean should seek the opinion of other Professors in the Faculty including that of the only Professor in the Department of the candidate before making his recommendations to the Faculty Review Panel.

(iv) Department without a Professor

The Dean should seek the opinion of other Professors capable of assisting in assessing the candidate's contributions before making his recommendations to the Faculty Review Panel.

(iv) Department with more than one Professor in the Department and with none as the Head of Department

The Dean together with all the Professors shall, for this purpose, constitute the Review Panel to make recommendations to the Faculty Review Panel.

G. College/Faculty/Institute Review Panel

The College/Faculty/Institute Review Panel with at least two Deans of cognate Faculties or their representatives, not below the rank of Professor, shall consider all the recommendations made in sub-section F (i – v) above. If a case is made, it will seek the opinion of two preliminary assessors in accordance with the following guidelines:

- a. The two preliminary assessors shall be nominated by the Dean in consultation with the Head of Department and two other Professors in the Faculty. Where there are no other Professors in the Faculty, the Dean shall consult with two other Professors with cognate experience from any other relevant Faculty.
- (i) The Dean should then request the candidate to submit his publications within two weeks after nominating the assessors.

H. Preliminary Assessment

The following guidelines should be forwarded to the preliminary assessors:

Expected Academic Standing

- (i) A Professor is expected to have reached a point in his development where he can offer academic leadership in his discipline. For Readership, the candidate is expected to possess the same basic qualities as a Professor, the difference lying in the degree of actual achievement.
- (ii) The University expects a Professor, among other things, to be of high academic standing and would therefore wish to be convinced that the quality and worth of a candidate's research publications merit recommendation. In this preliminary assessment, the Assessor should:
 - a. Ascertain that the candidate has published in learned journals.
 - b. Read through the candidate's publications and assess his contribution to knowledge as well as confirm the contribution to scholarship.

I. Preliminary Assessment Report

- (i) Upon receipt of the two preliminary assessment reports, the College/Faculty/Institute Review Panel shall reconvene to consider the case. The two reports shall be read out in full at the Review Panel meeting and thereafter endorsed by the Cognate Deans present. The Provost/Dean/Director shall thereafter keep photocopies of the assessment reports and forward the originals to the Vice-Chancellor.
- (ii) If a prima facie case is made, the College/Faculty/Institute Review Panel shall send its recommendation to the

Appointments and Promotions Committee. Where any of the assessment reports is negative, the case shall be deemed to have failed and no prima facie case established, and the case shall not be represented for that year.

- (iii) Where a case is presented to the Appointments and Promotions Committee but fails thereat, it shall not be represented until after two years following the failure.

J. External Assessment

- (i) If the Committee agrees with the recommendation of a College/Faculty/Institute Review Committee that a prima facie case has been established for the promotion of a candidate to Readership or Professorship, the Committee shall, seek the advice of three external assessors on the publications of the candidate. The assessors who shall each be full Professor in the candidate's area(s) of specialization, shall be appointed by the Vice-Chancellor in consultation with the Head of Department, (if a Professor), and the Provost/Dean/Director of the College/Faculty/Institute. In considering the candidate at the meeting, due cognizance shall be taken of his research publications, teaching, service and administrative experience.
- (ii) As soon as the candidate receives the notification of a successful prima facie case from the Registrar, he should present five sets of his publications, curriculum vitae (which should be the same as that considered by the Appointments and Promotions Committee) as well as the list of his publications.
- (iii) A member of staff for whom a prima facie case for promotion has been made shall have his publications sent for external assessment in line with sub-section J(i) and (ii) above. Upon receipt of the External Assessors' reports, the Vice-Chancellor shall at a subsequent meeting of the Committee, read out in full to the members each Assessor's

report. A decision shall then be taken as to whether each report is positive or not. Promotion can then be made if two of the Assessors reports are favourable.

- (iv) External Assessors' names, addresses and status shall be read along with the reports at the Appointments and Promotions Committee's meeting.
- (v) Every prima facie case for promotion shall be concluded by the Committee within a year. The Vice-Chancellor shall give progress report on all pending prima facie cases to the Committee on quarterly basis. Where a prima facie case has not been concluded within a year, the Vice-Chancellor shall make a written report to the Committee, on the basis of which it shall take a decision.

K Format for Review Panel's Report on Prima Facie Cases for Readership and Professorship

The Appointments and Promotions Committee's approved format for presenting appointments and promotions reports is as follows:

1. Record of Service
 - (a) Name of candidate
 - (b) Date of First Appointment
 - (c) Date Confirmed
 - (d) Date of Last Promotion/Regrading
 - (e) Present Salary
2. Assessment by the Head of Department
 - (a) Teaching ability in accordance with the criteria in Part VII section 20(4)
 - (b) Assessment of Research Publications
 - (i) Quantity since last promotion
 - (ii) Quality of totality of publications highlighting special ones that could be

- regarded to have contributed to knowledge
- (iii) Contribution of the candidate where there are joint authors
- (c) Contribution to the Department and the University
- (d) Recommendation of the Head of Department
- (e) Paper by paper assessment of the Publications.

L. Appointment to Readership and Professorship: Processing of Applications

(a) Short-listing of Candidates

Applications of all candidates for appointment to the rank of Reader or Professor shall be considered by the Institute/Faculty/College Review Committee following appropriate recommendation from the Departmental Review Committee. An applicant shall be requested to submit five sets of all his publications with his application. The Registry shall ensure that the advertisements contain this requirement. The Faculty Review Panel's recommendations shall be sent to the Academic Staff Establishment for further processing which shall include the procedures set out in Part VII Section 5(J) in respect of External Assessors.

(b) Interviews

- (i) An interview shall be arranged for all candidates responding to advertised posts for appointment as Reader or Professor as soon as at least two clearly favourable assessments are received by the Vice-Chancellor on each candidate.
- (ii) Where one assessment received is favourable and another is not, the Vice-Chancellor shall wait for a third assessment before taking further action.

(c) Consideration of Candidates who Respond to Advertisement and are Externally Assessed for Readership or Professorship Cadre

- (i) Where there is a vacancy and no prima facie case for promotion for any candidate has been made, the vacant post will be advertised following the existing procedure.
- (ii) Where there is a vacancy and a prima facie case for promotion has been made, the case for promotion should first be processed as in Part VII Section 5(E) & (F) before filling the vacancy.
- (iii) Where an external candidate and an internal candidate are shortlisted in respect of an established vacant position, if the internal candidate had been considered for promotion but failed to get promoted after considering the Assessors' reports and a vacancy still exists, only the external candidate shall be interviewed for appointment if his External Assessors' reports are favourable.
- (iv) Where a Professor has applied to the University from a recognised institution of his/her learning, provided that s/he is applying for a discipline in which s/he is professing in his/her home University, the usual process employed for professorial appointment need not be adhered to. In such a case, the College/Faculty/Institute Review Panel shall make a recommendation to the Appointments and Promotions Committee directly. The Appointments and Promotions Committee, however, reserves the right to direct that part or all of the usual processes be carried out in any particular case.

22. Effective Date of Promotion and Granting of Incremental Credit

- (1) The Committee shall neither consider recommendations for advancement on a salary scale except when there is a salary review nor shall any increment be granted on promotion. All promotions

shall be made at the bottom of the salary scale established for the grade to which a person is promoted. However, this section shall not normally apply to all categories of academic staff below the grade of Lecturer II where probationary study leave has been extended for good reason beyond the third year of an appointment. In such cases, the Committee may consider placement at a point on the Lecturer scale if the staff concerned successfully completes his approved course of study and is being appointed to the Lecturer grade. Also, a member of staff promoted from one grade level to another shall enter the higher scale at a point that gives him a salary increase that is at least equal to the incremental step in his old scale.

- (2) in exceptional circumstances, promotions will not take effect earlier than the first day of October following the review year on which the promotions are based.

23. Appointment and Promotion of Administrative Staff

The following notes are applicable to the appointment and promotion of administrative staff of all cadres in the University and shall be considered with the tables for assessment of the staff.

NOTES

(1) Appointment

- (i) Where a first degree is a requirement for appointment, the Selection Panel should consider the requirements for the appointment as stipulated by the Career Structure.
- (ii) Computer literacy shall be a pre-requisite for appointment.
- (iii) For the post of Administrative Officer I or equivalent, three years of post-qualification cognate experience

should be considered on appointment and not mere three years after graduation without any job experience.

- (v) For the post of Assistant Registrar or equivalent, the number of years of relevant administrative or professional experience should be six (6) instead of five (5) (since it will take an Administrative Officer II who is already in the system a minimum of six (6) years to become an Assistant Registrar).
- (vi) For the post of Senior Assistant Registrar or equivalent, the number of years of relevant administrative or professional experience should be eight, instead of seven. Appointment to this level should be strictly in the area of dire need.
- (vii) Occasional appointment of external candidates at higher level (i.e., Assistant Registrar or Senior Assistant Registrar or equivalent) should be encouraged to inject new blood into the system.

(2) **Procedure**

- (i) No appointment can be made into the administrative and technical cadre without prior approval of the Vice-Chancellor who alone can defreeze the vacant positions for such appointments.
- (ii) The Vice-Chancellor may approve a temporary appointment for a period of twelve months for a candidate where necessary, after an interview conducted by a panel headed by the Head of the Service Unit.
- (iii) Temporary appointment made under (ii) above can be regularized after an interview has been conducted by a University Selection Panel.

- (iv) The Selection Panel shall interview where possible or where not possible, consider in absentia, and assess all candidates considered suitable for appointment by the Head of Department concerned and shall make its recommendations to the appropriate Committee, which shall consider these recommendations before a formal appointment is made, provided that the Vice-Chancellor may appoint a member of the administrative staff for a period of not more than twelve months where he/she is satisfied that special circumstances so require and all such appointments shall as soon as possible be reported by him to the appropriate appointing Committee for ratification.

(3) Confirmation of Appointment

- (i) The appointment of Administrative and Technical Staff shall be initially for two years. The appointment shall be reviewed at the end of this period and a decision taken whether to confirm to retiring age, extend the period of probation, or terminate the appointment. Where the Committee takes a decision not to confirm the appointment, or extend the period of probation, it shall at the same meeting make a recommendation for the termination of the appointment to the Administrative Staff Committee, which shall consider the recommendation and act on behalf of the Council and take an appropriate decision. The decision of the Committee shall thereafter be reported to the Council for noting; provided that until a decision is taken one way or the other as stated herein, the appointment shall continue to be probationary.
- (ii) Heads of Departments may be invited to defend the recommendations for confirmation of appointment submitted on their staff at the relevant Review Committee.

- (iii) All newly appointed staff in the Administrative Officer Cadre shall spend their first two (2) years in the service of the University core Registry before they are posted out to other Departments and Units of the University. This is to serve as induction training for them and make them to be well grounded in the rules and regulations of the University as they are expected to go round all the Directorates.
- (iv) Each newly employed staff should undergo a mandatory period of orientation/training to familiarize themselves with the dictates of the job.
- (v) The Head of Unit should submit a report on such newly recruited staff which should be attached to recommendation for confirmation of appointments.

(4) Promotion

- (i) Promotion can be either normal or accelerated.
- (ii) A normal promotion is one to which a member of staff is eligible having served for a minimum of three years on a salary grade level provided that the staff also meets the other criteria stipulated in these regulations or as may be made from time to time.
- (iii) An accelerated promotion is one to which an employee is eligible before spending the maximum number of years required on a salary grade in addition to meeting the other criteria, provided that a member of staff shall normally be expected to spend at least two years on his or her present grade. To be eligible for accelerated promotion the staff must have a record of consistent outstanding performance beyond the call of duty.
- (iv) Promotion exercises should be regular and exceptionally good staff should be identified and encouraged by accelerated promotion after a

minimum period of two years. Heads of Departments should be firm, fair and just in their reports without fear or favour or any sense of intimidation.

(5) **Criteria for Appointment and Promotion**

Note: The following criteria for appointment and promotion shall be read together with Appendix to these regulations titled “Career Structure” and as may be amended by the Council from time to time.

(i) **Qualification**

(a) Basic Qualification should not be scored in the criteria for Quantitative Assessment. However, additional qualifications should be appreciated from the level of Senior Assistant Registrar and above and equivalent cadres.

(b) Computer literacy should not be scored since it is being required as one of the entry requirements. However, from the level of Senior Assistant Registrar and above, advanced knowledge of the use of computer should attract at least one (1) mark since it is expected that at that level, Administrative Officers would have advanced in their knowledge of computer.

(ii) **Job Performance**

At the end of a review year, the Head of Department or Unit should write a report on the Officer. The report should be graded by the Review Committee. Such report on an Officer should form part of his/her review to the next grade. A poor report on an Officer should require him or her spending longer time than usual in a Unit or delay his/her promotion to the next grade.

(iii) **Work Experience**

Work experience shall be assessed on the basis of each candidate’s experience of University administration. The

maximum score under this column should increase from 8 to 12 and the minimum scores should read 1,3,6,9, 12, for Administrative Officer I, Assistant Registrar, Senior Assistant Registrar, Principal Assistant Registrar, Deputy Registrar and Directors respectively.

(iv) **Attitude to Work**

The maximum score should be 11 and the minimum scores should read 2, 4, 6, 8, 10, 11 for Administrative Officer I, Assistant Registrar, Senior Assistant Registrar, Principal Assistant Registrar, Deputy Registrar and Directors respectively.

(v) **Quantitative Assessment Criteria**

Quantitative assessment shall be as indicated in tables for each cadre.

(vi) **Qualitative Assessment**

The following qualitative criteria should be considered alongside the quantitative assessment for Administrative Officers:

(a) **From Administrative Officer II to Administrative Officer I**

- (i) Experience of university administration with more emphasis on personnel matters
- (ii) Responsiveness to demands of the job, i.e., whether officer is responsive to the training on the job and has used opportunities available to advantage
- (iii) Appreciable writing and communication skill
- (iv) Integrity/ability to keep confidence, honesty and loyalty to the University
- (v) Evidence of industry and initiative
- (vi) Cooperativeness

(b) **From Administrative Officer I to Assistant Registrar**

- (i) Greater experience of university administration although still being mentored.

- (ii) Better understanding of the University's regulations on academic matters, Senate and Council.
 - (iii) Qualities and quantity of work done so far, indicating the most significant work situation that the Staff has handled.
 - (iv) Improved writing and communication skills.
 - (v) Dependability and integrity, i.e., how far the Officer can be relied upon to perform duties allotted to him at the time required and his ability to keep confidence and perform with honesty and loyalty.
 - (vi) Cooperativeness, i.e., will the officer go out of his way to cooperate with others to achieve the set goals?
 - (vii) Initiative and alertness i.e., the ability to anticipate problems and plan solution.
- (c) From Assistant Registrar to Senior Assistant Registrar**
- (i) Ability to handle Faculty administration as Faculty Officers
 - (ii) Continued good performance based on quality and quantity of work
 - (iii) Dependability and integrity
 - (iv) Cooperativeness and initiative
 - (v) Greater knowledge of university system and varied experience of university administration. Ability to translate the University Mission Statement, Goals and Objectives and put them into action
 - (vi) Technical competence the Officer has acquired; adequate knowledge and skills in report writing in terms of the language, style and perception
 - (vii) Ability to perform with minimal supervision
- (d) From Senior Assistant Registrar to Principal Assistant Registrar**
- (i) Ability to head a Section/Unit/Large Faculty as Faculty Secretary/College as College Secretary
 - (ii) Continued good performance
 - (iii) Organizing ability, i.e., ability to plan, organize and coordinate the activities in a Section

- (iv) Ability to write a good and well-researched submission
- (v) Ability to translate the University Strategic Plan to action
- (vi) Ability to apply positively one's judgment and maturity in the area of responsibility
- (vii) Ability to enhance corporate image.
- (viii) Leadership qualities e.g., ability to get junior colleagues enrolled.
- (ix) Improved knowledge of computer application
- (x) Successful performance in Proficiency Tests as approved by the Council.

(e) From Principal Assistant Registrar to Deputy Registrar

- (i) Ability to Head a Directorate
 - (ii) Continued good performance
 - (iii) Organizing ability i.e., ability to plan, organize and coordinate the activities in a Section
 - (iv) Ability to write good and well researched submission
 - (v) Ability to translate the University Strategic Plan to action
 - (vi) Ability to apply positively one's judgment and maturity in the area of responsibility
 - (vii) Leadership qualities e.g., ability to get junior colleagues enrolled
- (viii) Principal Assistant Registrar should be elevated to the post of Deputy Registrar after a minimum of 4 years, subject to vacancy and a successful performance in Proficiency Tests as approved by the Council

(f) From Deputy Registrar to Director

- (i) Minimum of 7 years
- (ii) Acquisition of specialized knowledge from customized training in a major area of university administration e.g., Personnel, Planning, Conciliar, Academic Matters, Fund Raising, etc.

(iii) Deputy Registrar should be elevated to the post of Director respectively subject to vacancy and successful interview by a Panel with the following composition:

- Vice-Chancellor (Chairman)
- Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Administration)
- Registrar
- Bursar
- Directors in the Registry and
- Two (2) External Assessors.

(g) Qualitative Assessment of Other Categories of Staff

- (i) Basic qualification should not be scored.
- (ii) Basic qualification scores should be distributed over other criteria for the cadres of Executive, Secretarial, Typists and Clerical Officers (Appendices II, III, IV, V).
- (iii) Proficiency tests should be conducted for Staff recommended for promotion from CONTISS 12 to CONTISS 14 as approved by the Council.
- (iv) Scores for additional qualification should be included for Catering Officers (Appendix VI).
- (v) Catering Officers should undergo relevant training for improvement in their public relations duties.

(6) Procedure for Promotion

- (i) By the end of February every year, the Directorate of Personnel Affairs should request Heads of Directorate in the Central Administration, the Service Units and Heads of Academic Departments who have administrative staff working under them to forward to the appropriate Review Panel, within a specified time limit, the curriculum vitae and recommendations for promotion of members of staff in their respective Departments Units.

- (ii) The Review Panel will consider the reports from Heads of Departments/Units and forward its recommendations to the Administrative Staff Committee as appropriate.
- (iii) Where the Review Panel makes a positive recommendation for promotion, the member of staff in respect of whom the recommendation is made shall be regarded as prima facie qualified for promotion, and he shall then sit for a promotion examination not later than one month from the date of the meeting of the Review Panel, provided that where a member of staff who has a negative recommendation desires to put himself up for promotion having spent the requisite number of years on a salary grade, he shall forward his papers to the Registrar who will cause the petition to be processed with the earlier position of Registry Review Panel and present to the Administrative Staff Committee for consideration, and the Committee shall decide the matter suitably as it deems fit.
- (iv) Where a member of staff who has a negative recommendation but who is permitted to write the examination passes the examination, he shall be deemed to have earned his promotion as and when due.
- (v) The process and the modalities of the promotion examination must ensure that a test of the knowledge of the staff's schedule vis-a-vis the University system and not just general knowledge. The choice of examiners and the general administration of the examination, including grading, must ensure impartiality and integrity. Members of staff who qualify for examination shall be granted examination leave for the purpose of the examination.

(v) All members of staff must be reviewed at least once in a review year. If for any reason the staff does not present him/herself for review, a report as appropriate should still be made by the Head of Department/Unit.

(7) **Staff Training**

Specific identifiable workshops should be organized for the staff in each cadre.

(8) **Staff in Specialized Units**

Staff in specialized Units like Planning, Monitoring/Management Information Systems Unit, should also participate in the proposed orientation whereby they could be deployed intermittently for periods of two (2) months before they finally settle in their specialized offices. This will broaden their knowledge of the university administration and encourage more appreciation of the system.

(9) **Funding**

The University should make adequate funds available to accommodate the schedule of training in the Registry as outlined in F above.

H. THE TABLES

A. ADMINISTRATIVE OFFICERS CADRE

S/N	CRITERIA	MAX POINTS	AO II – AO I	AO I – AR	AR – SAR	SAR – PAR	PAR – DR	DR-DIRECTOR
A.	QUALIFICATION	8	5	5	6.5	6.5	6.5	7
	i. Additional relevant Qualification(s) ii. Self-Development, (In-service Training, Seminars, etc.) and Computer literacy	(2) (6)	(5)	(5)	(5)	(5)	(5)	
B.	JOB KNOWLEDGE	15	2	4.5	5	7	8.5	11
	i. Understanding of University Procedures	(5)	-	(2)	(2.5)	(2.5)	(3)	
	ii. Ability to write minutes and reports	(5)	(2)	(2.5)	(2.5)	(2.5)	(3)	
	ii. Ability to write <u>official</u> speeches.	(5)	-	-	-	(2.0)	(2.5)	
C.	JOB PERFORMANCE AND OUTPUT	25	12	13	15	17	18.5	20
	i. Quantity of output	(7)	(3.5)	(3.5)	(3.5)	(3.5)	(3.5)	
	ii. Quality of output	(7)	(3.5)	(3.5)	(3.5)	(4.0)	(4.0)	
	ii. Consistence and competence in performance	(4)	(1)	(1.5)	(2.0)	(2.5)	(3.0)	
	iv. Speed of administrative action	(5)	(2)	(2)	(2.5)	(3.0)	(3.5)	
	v. Initiative and Alertness	(7)	(2)	(2.5)	(3.5)	(4.0)	(4.5)	
D.	WORK EXPERIENCE Experience in University Administration	7	1	2	3	4	5	7

S/N	CRITERIA	MAX POINTS	AO II – AO I	AO I – AR	AR – SAR	SAR – PAR	PAR – DR	DR-DIRECTOR
E.	ATTITUDE TO WORK i. Responsiveness to demand of the job ii. Co-cooperativeness iii. Willingness to accept additional responsibilities	11 (5) (3) (3)	4.5 (2) (1.5) (1)	5.5 (2.5) (1.5) (1.5)	7.0 (3.0) (2.0) (2.0)	8.5 (3.5) (2.5) (2.5)	9.0 (4.0) (2.5) (2.5)	11
F.	INTEGRITY i. Self-discipline ii. Dependability iii. Honesty	9 (3) (3) (3)	4.5 (1.5) (1.5) (1.5)	5.0 (1.5) (2.0) (1.5)	5.5 (2.0) (2.0) (1.5)	6.0 (2.0) (2.0) (2.0)	6.0 (2.0) (2.0) (2.0)	9
G.	LEADERSHIP i. Ability to motivate. ii. Special skill and competence comp. iii. Organising ability. iv. Judgment and maturity v. Ability to run a Directorate/Unit. vi. Ability to formulate coherent policies and competence in interpreting extant University's policies	20 (3) (3) (3) (4) (4) (3)	2.5 (0.5) - (1.0) (1) - -	3.5 (1) - (1.0) (1.5) - -	8.0 (1.5) (1.0) (1.5) (2.0) (1.0) (1)	11.0 (2.0) (1.5) (1.5) (2.5) (2.0) (1.5)	13.5 (2.0) (2.0) (2.0) (3.0) (2.5) (2.0)	15
	Total	100	31.5	38.5	50	60.0	70	80

B. EXECUTIVE OFFICERS' CADRE

S/N	CRITERIA	MAX POINTS	AEO – EO	EO – HEO	HEO – SEO	SEO – PEO II	PEO II PEO I	PEO I ACEO	ACEO-CEO
A.	QUALIFICATION	9	7	7	7	7	7	7	7
	i. Self-Development	(3)	(6)	(6)	(6)	(6)	(6)	(6)	(6)
	ii. In Service Training Seminars	(3)	(1)	(1)	(1)	(1)	(1)	(1.5)	(1.5)
	iv. Computer literacy	(3)	(1)	(1)	(1)	(1)	(1)	(1.5)	(1.5)
B	JOB KNOWLEDGE	10	2	3.5	4.5	5.0	6.0	6.5	6.5
	i. General intelligence (e.g., knowledge of regulations, circulars, or routine matters)	(7)	(2)	(2.5)	(3.0)	(3.5)	(4)	(4)	(4)
	ii. Report writing ability	(3)	-	(1)	(1.5)	(1.5)	(2)	(2.5)	(2)
C	JOB PERFORMANCE AND OUTPUT	36	14	15	18	19.5	21.5	23.5	24.0
	i. Quantity of output	(10)	(5)	(5)	(5)	(5)	(5.5)	(6)	(6.0)
	ii. Quality of output	(10)	(5)	(5)	(5.5)	(6)	(6.5)	(7)	(7.5)
	iii. Executive Capability	(4)	(-)	(-)	(1)	(1.5)	(2.0)	(2.0)	(2.0)
	iv. Initiative and Self- confidence	(8)	(2)	(3)	(4)	(4.5)	(5.5)	(5.5)	5.5
	v. Speed of Administrative action	(4)	(2)	(2)	(2.5)	(2.5)	(3)	(3.5)	3.5

D	EXPERIENCE Experience in University Administration	6	-	1	2.5	3.0	3.5	4	4.5
E	ATTITUDE TO WORK i. Willingness to accept additional responsibilities. ii. Responsiveness to training / demands of the job. iii. Cooperativeness	9 (3) (3) (3)	3 (1.0) (1.0) (1.0)	3 (1.0) (1.0) (1.0)	4.5 (1.5) (1.5) (1.5)	4.5 (1.5) (1.5) (1.5)	6 (2) (2) (2)	6 (2) (2) (2)	6.0 (2) (2) (2)
F	INTEGRITY i. Self-discipline ii. Dependability iii. Honesty	12 (4) (4) (4)	6 (2) (2) (2)	6 (2) (2) (2)	7 (2.5) (2.5) (2.0)	7 (2.5) (2.5) (2.0)	8.5 (3) (3) (2.5)	9.0 (3) (3) (3)	9 (2) (3) (3)
G	LEADERSHIP i. Supervisory ability ii. Motivation	18 (9) (9)	2 - (2)	4 (2) (2)	6 (3) (3)	8 (4) (4)	9.5 (5) (4.5)	11 (6) (5)	11 (6) (5)
Total		100	34	39.5	49.5	54	62	62.5	68

<u>QUALIFICATION</u>	<u>SCORE</u>
Higher National Diploma	5.0
GCE Advanced level	3.0
National Diploma	2.5
GCE Ordinary Level/SSCE/NECO	2.0

C. SECRETARIAL CADRE

S/N	CRITERIA	MAX POINTS	CS II – CS I	CS I – SCS	SCS - PCS II	PCS II – PCS I	PCS I –ACCS	ACCS –CCS
A.	TRAINING & DEVELOPMENT	10	5	6	6	6	7	8
	i. In-Service Training Seminars, etc.)	(5)	(5)	(5)	(5)	(5)	(5)	(5)
	ii. Self-Development and Computer literacy	(5)	(1)	(1)	(1)	(1)	(2)	(3)
B.	JOB KNOWLEDGE Secretarial competence (office management including efficiency in Bursary procedure and <u>keeping of adequate imprest</u>)	10 (10)	3 (3)	4 (4)	5 (5)	5.5 (5.5)	6 (6)	7 (7)

C.	JOB PERFORMANCE AND OUTPUT	35	4	8.5	11.5	14	17.5	20
	i. Technical competence	(10)	(3)	(4)	(5)	(5.5)	(6)	(6.5)
	Initiative and Self-Confidence	(4)	-	(0.5)	(1)	(1.5)	(2.5)	(3.0)
	ii. Professional Competence	(6)	-	(1)	(1.5)	(2.0)	(2.5)	(3.0)
	iii. Ability to service Meetings	(7)	-	(1.5)	(2)	(2.5)	(3.5)	(4)
iv. Consistence and competence in performance	(8)	(1)	(1.5)	(2)	(2.5)	(3.0)	(3.5)	
D.	EXPERIENCE							
	Experience in University Administration	5	-	0.5	1.0	1.5	2	2.5
E.	ATTITUDE TO WORK	10	2	3.5	3.5	5	6.5	6.5
	i. Responsiveness to training/demands of the job.	(4)	(1)	(1.5)	(1.5)	(2)	(2.5)	(2.5)
	ii. Cooperativeness	(3)	(0.5)	(1)	(1)	(1.5)	(2)	(2)
	iii. Willingness to accept additional responsibilities	(3)	(0.5)	(1)	(1)	(1.5)	(2)	(2)
F.	INTEGRITY	10	5	5	5.5	5.5	6	6
	i. Self-discipline	(4)	(2)	(2)	(2)	(2)	(2)	(2)
	ii. Dependability	(4)	(1)	(1)	(1.5)	(1.5)	(2)	(2)
	iii. Honesty	(4)	(2)	(2)	(2)	(2)	(2)	(2)

G.	LEADERSHIP	20	3.5	5	6.5	7.5	9	10.5
	i. Ability to supervise and control subordinate. staff	(8)	(1.5)	(2)	(2.5)	(3)	(3.5)	(4)
	ii. Organising ability.	(5)	(0.5)	(1)	(1.5)	(1.5)	(2.5)	(2.5)
	iii. Self-motivation/ability to motivate others	(7)	(1.5)	(2)	(2.5)	(3)	(3.0)	(4.0)
Total		90	23.5	32.5	39	45	53	59.5

QUALIFICATION

- (i) Credit in English language and
120 w.p.m. in CS - Confidential
Secretary
Shorthand are compulsory SCS – Senior Confidential
Secretary
- (ii) Computer Fundamentals – 1.0 PCS II - Principal
Confidential Secretary II
PCS I – Principal Confidential
Secretary I
- EDP/3 months course – 2.0
6 months Diploma – 3.0
- (iii) Staff without the required qualification will not be ACCS -
Assistant Chief Confidential Secretary considered except for the
usual once-and-for all dispensation of Council.
CCS - Chief Confidential Secretary
- (iv) National Diploma - 100 w.p.m.
(v) Higher National Diploma - 120 w.p.m.

D. SECRETARIAL ASSISTANT CADRE

S/N	CRITERIA	MAX POINTS	SECRETARIAL ASSISTANT I - SENIOR SECRETARIAL ASSISTANT II	SENIOR SECRETARIAL ASSISTANT II - SENIOR SECRETARIAL ASSISTANT I	SENIOR SECRETARIAL ASSISTANT I - DEPUTY CHIEF SECRETARIAL ASSISTANT	DEPUTY CHIEF SECRETARIAL ASSISTANT - CHIEF SECRETARIAL ASSISTANT
A.	QUALIFICATION i. Basic Qualification ii. Self-Development (e.g., Computer Training)	10 (5) (5)	6 (5) -	7 (5) -	8 (5) (3)	8 (5) (3)
B.	JOB KNOWLEDGE	10	5	5	6	7

C.	JOB PERFORMANCE AND OUTPUT i. Technical competence (speed and accuracy) ii. Consistence and Competence in performance iii. Initiative and Self-confidence	35 (20) (10) (5)	17 (10) (5) (3)	18 (10) (5) (3)	19 (11) (5) (3)	24 (13) (7) (4)
D.	EXPERIENCE Experience on the job	10	4	5	6	7
E.	ATTITUDE TO WORK i. Responsiveness to training/ demands of the job. ii. Willingness to accept additional responsibility	10 (5) (5)	5 (2.5) (2.5)	6 (3) (3)	7 (3.5) (3.5)	8 (4) (4)

F.	INTEGRITY i. Self-discipline ii. Dependability iii. Honesty	10 (3) (3) (4)	4.5 (1.5) (1.0) (2.0)	5 (1.5) (1.5) (2.0)	5.5 (2.0) (1.5) (2.0)	6.5 (2.5) (2) (2.0)
G.	LEADERSHIP i. Self-motivation/ ability to motivate others. ii. Ability to supervise and control subordinate staff	15 (10) (5)	6 (4) (2)	8 (5) (3)	9 (6) (3)	10 (6.5) (3.5)
Total		100	46.5	52	60.5	70.5

*Computer Fundamentals- 1.0; EDP/3 months course - 2.0; 6 months Diploma - 3.0

E1. SECURITY STAFF

S/N	CRITERIA	MAX POINTS	PAT.SUP-ASO	ASO – SO	SO – SSO	SSO - DCSO	DSCO –CSO
A.	QUALIFICATION i. Basic Qualification ii. Self-Development (In-service training, seminars, workshops, etc.)	9 (5) (4)	6 (5) (1)	6 (5) (1)	6 (5) (1)	7 (5) (2)	7 (5) (2)
B.	JOB KNOWLEDGE i. General intelligence ii. Report writing ability	15 (8) (7)	7 (5) (1)	7 (5) (2)	7.5 (5) (2.5)	8 (5) (3)	8.5 (5) (3.5)
C.	JOB PERFORMANCE AND OUTPUT i. Effectiveness ii. Consistence and Competence in performance iii. Initiative and Self-Confidence	25 (8) (7) (10)	11 (4) (2) (4)	11 (4) (2.5) (4.5)	13 (4.5) (3.0) (5.5)	15 (4.5) (3.5) (7)	20 (5) (6) (9)
D.	EXPERIENCE Experience on the job	5	1	1.5	2	2.5	3
E.	ATTITUDE TO WORK i. Responsiveness to demands. of the job ii. Willingness to accept. additional responsibilities	18 (12) (6)	9 (6) (3)	9 (6) (3)	9 (6) (3)	10 (6.5) (3.5)	11 (7) (4)

F.	INTEGRITY	15	8	8	9	11	13
	i. Self-discipline	(5)	(2.5)	(2)	(2.5)	(3)	(4)
	ii. Dependability	(5)	(2)	(2)	(2.5)	(3)	(4)
	iii. Honesty	(5)	(3.5)	(4)	(4)	(5)	(5)
G.	LEADERSHIP	13	4.5	5.5	6.5	7.5	8
	i. Ability to supervise and control sub-ordinate staff	(5)	(1.5)	(2)	(2.5)	(3)	(3)
	ii. Motivation and ability to motivate others.	(8)	(3)	(3.5)	(4)	(4.5)	(5)
Total		100	44.5	50	56	61.5	67.5

E2. HALLS OF RESIDENCE STAFF

S/N	CRITERIA	MAX POINTS	ASST.HALL SUP - HALL SUP	HALL SULRC agrees P - SEN. HALL SUP.
A.	QUALIFICATION i. Additional Qualification ii. Training & Development	9 (5) (4)	6 (5) (1)	7 (5) (2)
B.	JOB KNOWLEDGE i. General intelligence ii. Report writing ability	15 (8) (7)	7 (4) (3)	8.5 (5.0) (3.5)
C.	JOB PERFORMANCE AND OUTPUT i. Effectiveness ii. Competence and Consistency in performance iii. Initiative and Self-confidence	25 (8) (10) (7)	12.5 (4) (5) (3.5)	15 (5) (6) (4)
D.	EXPERIENCE Experience on the job	5		

E.	ATTITUDE TO WORK i. Responsiveness to training/ demands of the job. ii. Willingness to accept additional. responsibility	18 (12) (6)	9 (6) (3)	11 (7) (4)
F.	INTEGRITY i. Self-discipline ii. Dependability iii. Honesty	15 (5) (5) (5)	7.5 (2.5) (2.5) (2.5)	9 (3) (3) (3)
G.	LEADERSHIP i. Ability to supervise and control. subordinate staff ii. Motivation/ability to motivate. others	13 (8) (5)	6.5 (4) (2.5)	8 (5) (3)
	Total	100	51.0	61.5

E3. CATERING STAFF

S/N	CRITERIA	MAX POINTS	ACO – CO	CO - HCO	HCO - SCO	SCO - PCO	PCO -ACCO	ACCO - CCO
A.	QUALIFICATION i. Additional Qualification ii. Training & Development (In-service training, seminars, workshops, etc.)	9 (5) (4)	6 (5) (1)	6 (5) (1)	6 (5) (1)	6 (5) (1)	7 (5) (2)	7 (5) (2)
B.	JOB KNOWLEDGE i. General intelligence ii. Report writing ability	15 (8) (7)	5.5 (4) (1)	6 (4) (2)	6.5 (4) (2.5)	7.5 (4.5) (3)	8.5 (5) (3.5)	9 (5) (4)
C.	JOB PERFORMANCE AND OUTPUT i. Quality of job output ii. Consistence and Competence in performance ii. Initiative and Self- confidence	25 (8) (10) (7)	11 (4) (5) (2)	11.5 (4) (5) (2.5)	11.5 (4) (5) (2.5)	12 (4) (5) (3)	12.5 (4) (5) (3.5)	13 (4) (5) (4)

D	EXPERIENCE Experience on the job	5	1.5	2	2	2.5	2.5	3
E.	ATTITUDE TO WORK i. Responsiveness to training/ demands of the job.	18 (12)	9 (6)	9 (6)	10 (6.5)	10 (6.5)	10.5 (7)	11.5 (7.5)
	ii. Willingness to accept additional responsibility	(6)	(3)	(3)	(3.5)	(3.5)	(3.5)	(4)
F.	INTEGRITY i. Self discipline	15 (5)	6 (2)	6.5 (2)	7.0 (2.5)	7.5 (2.5)	8 (3)	9 (3)
	ii. Dependability	(5)	(1.5)	(2)	(2)	(2.5)	(2.5)	(3)
	iii. Honesty	(5)	(2.5)	(2.5)	(2.5)	(2.5)	(2.5)	(3)
G.	LEADERSHIP i. Ability to supervise and control subordinate staff	13 (8)	4.5 (3)	5.5 (3.5)	5.5 (3.5)	6.5 (4)	7.0 (4.5)	8.0 (5)
	ii. Motivation and ability to motivate others	(5)	(1.5)	(2)	(2)	(2.5)	(2.5)	(3)
Total		100	43.5	46.5	48.5	52.0	56.0	60.5

BURSARY

ACCOUNTANT CADRE

S/N	CRITERIA	MAX POINTS	AC II-AC I	AC I- SNR. AC	SNR. AC- PAC	PAC-CAC	CAC-DEP. BUR	DB- DIRECTOR
A.	QUALIFICATION i. Additional Relevant Qualification ii. Training & Development	8 (5) (3)	5 (5) -	5 (5) -	6.5 (5) (1.5)	6.5 (5) (1.5)	6.5 (5) (1.5)	8
B.	JOB KNOWLEDGE i. Understanding University Financial Procedures ii. Ability to write minutes and reports iii. Ability to write official speeches.	15 (5) (5) (5)	2 - (2) -	4.5 (2) (2.5) -	5 (2.5) (2.5) -	7 (2.5) (2.5) (2.0)	8.5 (3) (3) (2.5)	15

S/N	CRITERIA	MAX POINTS	AC II-AC I	AC I- SNR. AC	SNR. AC- PAC	PAC-CAC	CAC-DEP. BUR	DB- DIRECTOR
C.	JOB PERFORMANCE AND OUTPUT i. Quantity of output ii. Quality of output iii. Consistence and competence in performance iv. Speed of <u>administrative</u> action v. Initiative and Alertness	25 (7) (7) (4) (5) (7)	12 (3.5) (3.5) (1) (2) (2)	13 (3.5) (3.5) (1.5) (2) (2.5)	15 (3.5) (3.5) (2.0) (2.5) (3.5)	17 (3.5) (4.0) (2.5) (3.0) (4.0)	18.5 (3.5) (4.0) (3.0) (3.5) (4.5)	20
D.	EXPERIENCE Experience in University Administration	7	1	2	3	4	5	12
E.	ATTITUDE TO WORK i. Responsiveness to training/demand ii. Co-cooperativeness iii. Willingness to accept additional responsibilities	11 (5) (3) (3)	4.5 (2) (1.5) (1)	5.5 (2.5) (1.5) (1.5)	7.0 (3.0) (2.0) (2.0)	8.5 (3.5) (2.5) (2.5)	9.0 (4.0) (2.5) (2.5)	11

S/N	CRITERIA	MAX POINTS	AC II-ACI	AC I-SNR. AC	SNR. AC-PAC	PAC-CAC	CAC-DEP. BUR	DB-DIRECTOR
F.	INTEGRITY i. Self-discipline ii. Dependability iii. Honesty	9 (3) (3) (3)	4.5 (1.5) (1.5) (1.5)	5.0 (1.5) (2.0) (1.5)	5.5 (2.0) (2.0) (1.5)	6.0 (2.0) (2.0) (2.0)	6.0 (2.0) (2.0) (2.0)	9
G.	LEADERSHIP i. Ability to motivate ii. Special skill and competence comp. iii. Organising ability iv. Judgement and maturity v. Ability to run a Directorate/Unit vi. Ability to formulate coherent policies and competence in interpreting extant University's policies	20 (3) (3) (3) (4) (4) (3)	2.5 (0.5) - (1.0) (1) - -	3.5 (1) - (1.0) (1.5) - -	8.0 (1.5) (1.0) (1.5) (2.0) (1.0) (1)	11.0 (2.0) (1.5) (1.5) (2.5) (2.0) (1.5)	13.5 (2.0) (2.0) (2.0) (3.0) (2.5) (2.0)	15
	Total	100	31.5	38.5	50	60.0	70	95

Promotion from Principal Accountant Cadre and above should attract 2 points

For additional professional qualification like MBA, ACA, ACCA, ACMA, scoring should be done by the Departmental Review Panel made up of Divisional Heads.

INVESTMENT OFFICER AND SUPPLY OFFICER CADRES

S/N	CRITERIA	MAX POINTS	IO I1/SO II-101/SOI	OI 1/SO 1-SIO/SOO	SIO/SOO-PIO/PSO-	PIO/PSO-ACIO/DCSO	ACIO/DCSO-CIO/CSO	CIO/CSO-DIS
A.	QUALIFICATION	8	5	5	6.5	6.5	6.5	8
	i. Basic Qualification	(5)	(5)	(5)	(5)	(5)	(5)	(3)
	ii. Self-Development, (In-service Training, Seminars, etc.)and Computer literacy	(3)	-	-	(1.5)	(1.5)	(1.5)	(3)
B.	JOB KNOWLEDGE	15	2	4.5	5	7	8.5	10
	i. Understanding of University Procedures	(5)	-	(2)	(2.5)	(2.5)	(3)	(4)
	ii. Ability to write minutes and reports	(5)	(2)	(2.5)	(2.5)	(2.5)	(3)	(3)
	iii. Ability to write official speeches.	(5)	-	-	-	(2.0)	(2.5)	(3)

S/N	CRITERIA	MAX POINTS	IO 11/SO II-101/SOI	OI1/SO 1-SIO/SOO	SIO/SOO-PIO/PSO-	PIO/PSO-ACIO/DCSO	ACIO/DCSO-CIO/CSO	CIO/CSO-DIS
C.	JOB PERFORMANCE AND OUTPUT i. Quantity of output ii. Quality of output iii. Consistence and competence in performance iv. Speed of administrative action v. Initiative and Alertness	25 (7) (7) (4) (5) (7)	12 (3.5) (3.5) (1) (2) (2)	13 (3.5) (3.5) (1.5) (2) (2.5)	15 (3.5) (3.5) (2.0) (2.5) (3.5)	17 (3.5) (4.0) (2.5) (3.0) (4.0)	18.5 (3.5) (4.0) (3.0) (3.5) (4.5)	20 (3.5) (4) (3.5) (4) (5)
D.	EXPERIENCE Experience in University Administration	7	1	2	3	4	5	6
E.	ATTITUDE TO WORK i. Responsiveness to training/demand ii. Co-operativeness iii. Willingness to accept additional responsibilities	11 (5) (3) (3)	4.5 (2) (1.5) (1)	5.5 (2.5) (1.5) (1.5)	7.0 (3.0) (2.0) (2.0)	8.5 (3.5) (2.5) (2.5)	9.0 (4.0) (2.5) (2.5)	11 (4.5) (3.5) (3)

S/N	CRITERIA	MAX POINTS	IO 11/SO II-101/SOI	O11/SO 1-SIO/SOO	SIO/SOO-PIO/PSO-	PIO/PSO-ACIO/DCSO	ACIO/DCSO-CIO/CSO	CIO/CSO-DIS
F.	INTEGRITY i. Self-discipline ii. Dependability iii. Honesty	9 (3) (3) (3)	4.5 (1.5) (1.5) (1.5)	5.0 (1.5) (2.0) (1.5)	5.5 (2.0) (2.0) (1.5)	6.0 (2.0) (2.0) (2.0)	6.0 (2.0) (2.0) (2.0)	7.0 (2.0) (2.5) (2.5)
G.	LEADERSHIP i. Ability to motivate ii. Special skill and competence comp. iii. Organising ability iv. Judgement and maturity v. Ability to run a Directorate/Unit vi. Ability to formulate coherent policies and competence in interpreting extant University's policies	20 (3) (3) (3) (4) (4) (3)	2.5 (0.5) - (1.0) (1) - -	3.5 (1) - (1.0) (1.5) - -	8.0 (1.5) (1.0) (1.5) (2.0) (1.0) (1)	11.0 (2.0) (1.5) (1.5) (2.5) (2.0) (1.5)	13.5 (2.0) (2.0) (2.0) (3.0) (2.5) (2.0)	15 (2.5) (2.5) (2.5) (2.5) (2.5) (2.5)
	Total	100	31.5	38.5	50	60.0	70	77

Promotion from Assistant Chief Investment/Deputy Chief Supplies to Chief Investment Officer/Chief Supplies Officer may attract an additional professional qualification such as M.B.A., ACA etc, which will attract 2 points.

LIBRARY

CRITERIA	MAX POINTS	LO	LO-HLO	HLO-SLO	SLO-PLOH	PLOH-PLO I	PLOI-ACLO	ACLO-CLO	DUL
Qualification	4	4	4	4	4	4	4	4	4
Job Knowledge	14	5	6	7.5	9	10	11.5	12	13
Experience	25	5	6	7.5	9	10	12	15	24
Job Performance	13	4	5.5	7	8	9.5	10	11	12
Attitude to work	18	6	7.5	8	10	11	12	13	16
Integrity	13	8	9	10	11	12	12	13	13
Leadership Qualities	13	4	5.5	7	8	9.5	10	11	13
Total	100	38	47	56	65	74	71	79	95

Computer literacy is compulsory for Library staff.

ENGINEERS' CADRE (DIVISION OF WORKS AND MAINTERNANCE SERVICES)

S/N	CRITERIA	MAX POINTS	PUPIL ENG TO ENGR II	ENGR II TO ENGR I	ENGR I TO SNR ENGR	SNR ENGR TO ASST CHIEF ENGR	ASST CHIEF ENGR TO CHIEF ENGR
A	QUALIFICATION	8	5	5	6.5	6.5	6.5
	i. Basic Qualification	(5)	(5)	(5)	(5)	(5)	(5)
	ii. Self-Development, (<u>In-service Training, Seminars, etc.</u>) and Computer literacy	(3)	-	-	(1.5)	(1.5)	(1.5)
B	JOB KNOWLEDGE	15	2	4.5	5	7	8.5
	i. Understanding of University Procedures	(5)	-	(2)	(2.5)	(2.5)	(3)
	ii. Ability to write <u>minutes and reports</u>	(5)	(2)	(2.5)	(2.5)	(2.5)	(3)
	iii. Ability to write <u>official</u> speeches.	(5)	-	-	-	(2.0)	(2.5)
C	JOB PERFORMANCE AND OUTPUT	30	12	13	15	17	18.5
	i. Quantity of output	(7)	(3.5)	(3.5)	(3.5)	(3.5)	(3.5)
	ii. Quality of output	(7)	(3.5)	(3.5)	(3.5)	(4.0)	(4.0)
	iii. <u>Consistence and competence in</u> performance	(4)	(1)	(1.5)	(2.0)	(2.5)	(3.0)
	iv. Speed of <u>administrative</u> action	(5)	(2)	(2)	(2.5)	(3.0)	(3.5)
	v. Initiative and Alertness	(7)	(2)	(2.5)	(3.5)	(4.0)	(4.5)

S/N	CRITERIA	MAX POINTS	PUPIL ENG TO ENGR II	ENGR II TO ENGR I	ENGR I TO SNR ENGR	SNR ENGR TO ASST CHIEF ENGR	ASST CHIEF ENGR TO CHIEF ENGR
D	EXPERIENCE Experience in University Administration	7	1	2	3	4	5
E	ATTITUDE TO WORK i. Responsiveness to training/demand ii. Co-cooperativeness iii. Willingness to accept additional responsibilities	11 (5) (3) (3)	4.5 (2) (1.5) (1)	5.5 (2.5) (1.5) (1.5)	7.0 (3.0) (2.0) (2.0)	8.5 (3.5) (2.5) (2.5)	9.0 (4.0) (2.5) (2.5)
F	INTEGRITY i. Self-discipline ii. Dependability iii. Honesty	9 (3) (3) (3)	4.5 (1.5) (1.5) (1.5)	5.0 (1.5) (2.0) (1.5)	5.5 (2.0) (2.0) (1.5)	6.0 (2.0) (2.0) (2.0)	6.0 (2.0) (2.0) (2.0)

S/N	CRITERIA	MAX POINTS	PUPIL ENG TO ENGR II	ENGR II TO ENGR I	ENGR I TO SNR ENGR	SNR ENGR TO ASST CHIEF ENGR	ASST CHIEF ENGR TO CHIEF ENGR
G	LEADERSHIP i. Ability to motivate ii. Special skill and competence comp. iii. Organising ability iv. Judgement and maturity v. Ability to run a Directorate/Unit vi. Ability to formulate coherent policies and competence in interpreting extant University's policies	20 (3) (3) (3) (4) (4) (3)	2.5 (0.5) - (1.0) (1) - -	3.5 (1) - (1.0) (1.5) - -	8.0 (1.5) (1.0) (1.5) (2.0) (1.0) (1)	11.0 (2.0) (1.5) (1.5) (2.5) (2.0) (1.5)	13.5 (2.0) (2.0) (2.0) (3.0) (2.5) (2.0)
	Total	100	31.5	38.5	50	60.0	70

2. TECHNICAL OFFICERS' CADRE

C A D R E							
CRITERIA	MAX SCORES	T.O- H.T.O.	H.T.O .- S.T.O .	S.T.O.- P.T.O. II	P.T.O. II -P.T.O. I	P.T.O. I – A.C.T. O	A.C.T.O. -C.T.O.
QUALIFICATION	10	5	10	10	10	10	10
GENERAL KNOWLEDGE & COMPETENCY	15	8	10	11	12	12	12
EXPERIENCE	15	7	8	9	10	11	12
JOB PERFORMANCE	30	17	19	19	20	22	23
ATTITUDE TO WORK	10	8	8	8	8	8	8
INTERGRITY	10	5	5	5	5	6	7
LEADERSHIP QUALITIES	10	5	6	6	6	7	8
TOTAL SCORES	100	55	66	68	71	76	80

3. TECHNOLOGISTS' CADRE

CADRE							
CRITERIA	MAX SCORES	S.A. TECH – TECH II	TECH II –TECH I	TECH I – PRIN. TECH	SNR TECH –PRIN. TECH	PRIN. TECH –ASST. CHIEF TECH	ASST. CHIEF TECH-CHIEF
QUALIFICATION	10	5	10	10	10	10	10
GENERAL KNOWLEDGE & COMPETENCY	15	8	11	12	12	12	12
EXPERIENCE	15	7	9	10	11	12	12
JOB PERFORMANCE	30	17	19	20	22	23	23
ATTITUDE TO WORK	10	8	8	8	8	8	8
INTERGRITY	10	5	5	5	6	7	7
LEADERSHIP QUALITIES	10	5	6	6	7	8	8
TOTAL SCORES	100	55	68	71	76	80	80

4. **WORKSHOP SUPERVISORS' CADRE**

CRITERIA	MAX SCORES	WORKSHOP SUPERVISOR TO SNR WORKSHOP SUPERVISOR II	SNR WORKSHOP SUPERVISOR II TO SNR WORKSHOP SUPERVISOR I
QUALIFICATION	10	10	10
GENERAL KNOWLEDGE & COMPETENCY	10	7	7
EXPERIENCE	10	6	8
JOB PERFORMANCE	40	30	32
ATTITUDE TO WORK	10	6	8
INTERGRITY	10	5	6
LEADERSHIP QUALITIES	10	6	7
TOTAL SCORES	100	70	78

5. SUPERINTENDENT DRIVERS' CADRE

CRITERIA	MAX SCORES	SUPT DRIVER TO SNR SUPT DRIVER II	SNR SUPT DRIV TO SNR SUPT DRIV I
QUALIFICATION	10	10	10
GENERAL KNOWLEDGE & COMPETENCY	15	10	12
EXPERIENCE	20	15	15
JOB PERFORMANCE	25	20	20
ATTITUDE TO WORK	10	7	8
INTERGRITY	15	8	10
LEADERSHIP QUALITIES	5	2	3
TOTAL SCORES	100	70	76

(MEDICAL AND HEALTH SERVICES)
ENVIRONMENTAL HEALTH OFFICERS' CADRE

CRITERIA	MAX SCORES	HIGHER ENVIRONMENTAL OFFICER	SENIOR ENV OFFICER	PRINC. ENV OFFICER	ASST. CHIEF ENV OFFICER	CHIEF ENV OFFICER
QUALIFICATION	5	5	5	5	5	5
JOB KNOWLEDGE	30	17	19	22	24	20
JOB PERFORMANCE	25	16	18	18	20	22
EXPIENCE	10	4	4	5	7	8
ATTITUDE TO WORK	15	11	11	11	11	13
INTERGRITY	5	3	3	3	4	5
LEADERSHIP	10	4	4	5	7	8
TOTAL SCORES	100	60	64	70	78	87

Record Officers, Pharmacist and Doctors – 2 marks for Computer Literacy

TECHNOLOGISTS' CADRE (MEDICAL AND HEALTH SERVICES)

CRITERIA	MAX SCORES	TECH . II	TECH. I	SENIOR TECHNOLOGIST	PRINCIPAL TECHNOLOGIST	ASST. CHIEF TECH	CHIEF TECH
QUALIFICATION	5	5	5	5	5	5	5
JOB KNOWLEDGE	30	8	12	19	22	24	26
JOB PERFORMANCE	25	7	11	18	18	20	22
EXPERIENCE	10	4	5	6	7	8	9
ATTITUDE TO WORK	15	8	10	11	11	11	13
INTEGRITY	5	3	3	3	3	4	5
LEADERSHIP	10	4	4	4	5	7	8
TOTAL SCORES	100	39	50	66	71	79	88

MEDICAL DOCTORS' CADRE

S/N	CRITERIA	MAX POINTS	PRIN MED OFFR IV	PRIN MED OFFR III	PRIN MED OFFR II	PRIN MED OFFR I	ASST. DIREC TOR
A.	QUALIFICATION	8	5	5	6.5	6.5	6.5
	i. Basic Qualification	(5)	(5)	(5)	(5)	(5)	(5)
	ii. Self-Development, (In-service Training, Seminars, etc.) and Computer literacy	(3)	-	-	(1.5)	(1.5)	(1.5)
B.	JOB KNOWLEDGE	15	2	4.5	5	7	8.5
	i. Understanding of University Procedures	(5)	-	(2)	(2.5)	(2.5)	(3)
	ii. Ability to write minutes and reports	(5)	(2)	(2.5)	(2.5)	(2.5)	(3)
	iii. Ability to write official speech	(5)	-	-	-	(2.0)	(2.5)
C.	JOB PERFORMANCE AND OUTPUT	30	12	13	15	17	18.5
	i. Quantity of output	(7)	(3.5)	(3.5)	(3.5)	(3.5)	(3.5)
	ii. Quality of output	(7)	(3.5)	(3.5)	(3.5)	(4.0)	(4.0)
	iii. Consistence and competence in performance	(4)	(1)	(1.5)	(2.0)	(2.5)	(3.0)
	iv. Speed of administrative action	(5)	(2)	(2)	(2.5)	(3.0)	(3.5)
	v. Initiative and Alertness	(7)	(2)	(2.5)	(3.5)	(4.0)	(4.5)
D.	EXPERIENCE Experience in University Administration	7	1	2	3	4	5

S/N	CRITERIA	MAX POINTS	PRIN MED OFFR IV	PRIN MED OFFR III	PRIN MED OFFR II	PRIN MED OFFR I	ASST. DIRECTOR
E.	ATTITUDE TO WORK i. Responsiveness to training/demand ii. Co-cooperativeness iii. Willingness to accept additional responsibilities	11 (5) (3) (3)	4.5 (2) (1.5) (1)	5.5 (2.5) (1.5) (1.5)	7.0 (3.0) (2.0) (2.0)	8.5 (3.5) (2.5) (2.5)	9.0 (4.0) (2.5) (2.5)
F.	INTEGRITY i. Self-discipline ii. Dependability iii. Honesty	9 (3) (3) (3)	4.5 (1.5) (1.5) (1.5)	5.0 (1.5) (2.0) (1.5)	5.5 (2.0) (2.0) (1.5)	6.0 (2.0) (2.0) (2.0)	6.0 (2.0) (2.0) (2.0)
G.	LEADERSHIP i. Ability to motivate ii. Special skill and competence comp. iii. Organising ability iv. Judgement and maturity v. Ability to run a Directorate/Unit vi. Ability to formulate coherent policies and competence in interpreting extant University's policies	20 (3) (3) (3) (4) (4) (3)	2.5 (0.5) - (1.0) (1) - -	3.5 (1) - (1.0) (1.5) - -	8.0 (1.5) (1.0) (1.5) (2.0) (1.0) (1)	11.0 (2.0) (1.5) (1.5) (2.5) (2.0) (1.5)	13.5 (2.0) (2.0) (2.0) (3.0) (2.5) (2.0)
	Total	100	31.5	38.5	50	60.0	70

PHARMACISTS' CADRE

S/N	CRITERIA	MAX POINTS	PHARM 1	SNR PHARM	PRIN PHRM	ASST. CHIEF PHARM	CHIEF PHARM
A.	QUALIFICATION	8	5	5	6.5	6.5	6.5
	i. Basic Qualification	(5)	(5)	(5)	(5)	(5)	(5)
	ii. Self-Development, (In-service Training, Seminars, etc.) and Computer literacy	(3)	-	-	(1.5)	(1.5)	(1.5)
B.	JOB KNOWLEDGE	15	2	4.5	5	7	8.5
	i. Understanding of University Procedures	(5)	-	(2)	(2.5)	(2.5)	(3)
	ii. Ability to write minutes and reports	(5)	(2)	(2.5)	(2.5)	(2.5)	(3)
	iii. Ability to write official speeches.	(5)	-	-	-	(2.0)	(2.5)
C.	JOB PERFORMANCE AND OUTPUT	30	12	13	15	17	18.5
	i. Quantity of output	(7)	(3.5)	(3.5)	(3.5)	(3.5)	(3.5)
	ii. Quality of output	(7)	(3.5)	(3.5)	(3.5)	(4.0)	(4.0)
	iii. Consistence and competence in performance	(4)	(1)	(1.5)	(2.0)	(2.5)	(3.0)
	iv. Speed of administrative action	(5)	(2)	(2)	(2.5)	(3.0)	(3.5)
	v. Initiative and Alertness	(7)	(2)	(2.5)	(3.5)	(4.0)	(4.5)

S/N	CRITERIA	MAX POINTS	PHARM 1	SNR PHARM	PRIN PHRM	ASST. CHIEF PHARM	CHIEF PHARM
D.	EXPERIENCE Experience in University Administration	7	1	2	3		4
E.	ATTITUDE TO WORK i. Responsiveness to training/demand ii. Co-cooperativeness iii. Willingness to accept additional responsibilities	11 (5) (3) (3)	4.5 (2) (1.5) (1)	5.5 (2.5) (1.5) (1.5)	7.0 (3.0) (2.0) (2.0)	8.5 (3.5) (2.5) (2.5)	9.0 (4.0) (2.5) (2.5)
F.	INTEGRITY i. Self-discipline ii. Dependability iii. Honesty	9 (3) (3) (3)	4.5 (1.5) (1.5) (1.5)	5.0 (1.5) (2.0) (1.5)	5.5 (2.0) (2.0) (1.5)	6.0 (2.0) (2.0) (2.0)	6.0 (2.0) (2.0) (2.0)
G.	LEADERSHIP i. Ability to motivate ii. Special skill and competence comp iii. Organising ability iv. Judgement and maturity v. Ability to run a Directorate/Unit vi. Ability to formulate coherent policies and competence in interpreting extant University's policies	20 (3) (3) (3) (4) (4) (3)	2.5 (0.5) - (1.0) (1) - -	3.5 (1) - (1.0) (1.5) - -	8.0 (1.5) (1.0) (1.5) (2.0) (1.0) (1)	11.0 (2.0) (1.5) (1.5) (2.5) (2.0) (1.5)	13.5 (2.0) (2.0) (2.0) (3.0) (2.5) (2.0)
	Total	100	31.5	38.5	50	60.0	70

TECHNICIANS' CADRE

CRITERIA	MAX SCORES	CHIEF TECH	ASST. CHIEF TECH	PRIN TECH	SNR TECH
QUALIFICATION	5	5	5	5	5
JOB KNOWLEDGE	30	25	23	21	18
JOB PERFORMANCE	25	21	19	17	17
EXPERIENCE	10	7	6	5	3
ATTITUDE TO WORK	15	12	10	10	10
INTERGRITY	5	5	4	3	3
LEADERSHIP	10	7	6	5	3
TOTAL SCORES	100	82	73	66	59

MEDICAL RECORD OFFICERS' CADRE

CRITERIA	MAX SCORES	CHIEF TECH	ASST. CHIEF TECH	PRIN TECH	SNR TECH
QUALIFICATION	5	5	5	5	5
JOB KNOWLEDGE	30	26	24	22	19
JOB PERFORMANCE	25	22	20	18	18
EXPERIENCE	10	8	7	5	4
ATTITUDE TO WORK	15	13	11	11	11
INTERGRITY	5	5	4	3	3
LEADERSHIP	10	8	7	5	4
TOTAL SCORES	100	87	78	70	64

NURSES' CADRE

S/N	CRITERIA	MAX POINTS	N.O.	S.N.O.	P.N.O.	A.C.N.O.	C.N.O.
A.	QUALIFICATION	8	5	5	6.5	6.5	6.5
	i. Additional Qualification	(5)	(5)	(5)	(5)	(5)	(5)
	ii. Training & Development, (In-service Training, Seminars, etc.) and Computer literacy	(3)	-	-	(1.5)	(1.5)	(1.5)
B.	JOB KNOWLEDGE	15	2	4.5	5	7	8.5
	i. Understanding of University Procedures	(5)	-	(2)	(2.5)	(2.5)	(3)
	ii. Ability to write minutes and reports	(5)	(2)	(2.5)	(2.5)	(2.5)	(3)
	iii. Ability to write official speeches.	(5)	-	-	-	(2.0)	(2.5)
C.	JOB PERFORMANCE AND OUTPUT	30	12	13	15	17	18.5
	i. Quantity of output	(7)	(3.5)	(3.5)	(3.5)	(3.5)	(3.5)
	ii. Quality of output	(7)	(3.5)	(3.5)	(3.5)	(4.0)	(4.0)
	iii. Consistence and competence in performance	(4)	(1)	(1.5)	(2.0)	(2.5)	(3.0)
	iv. Speed of administrative action	(5)	(2)	(2)	(2.5)	(3.0)	(3.5)
	v. Initiative and Alertness	(7)	(2)	(2.5)	(3.5)	(4.0)	(4.5)

S/N	CRITERIA	MAX POINTS	N.O.	S.N.O.	P.N.O.	A.C.N.O.	C.N.O.
D.	EXPERIENCE Experience in University Administration	7	1	2	3	4	5
E.	ATTITUDE TO WORK i. Responsiveness to training/demand ii. Co-cooperativeness iii. Willingness to accept additional responsibilities	11 (5) (3) (3)	4.5 (2) (1.5) (1)	5.5 (2.5) (1.5) (1.5)	7.0 (3.0) (2.0) (2.0)	8.5 (3.5) (2.5) (2.5)	9.0 (4.0) (2.5) (2.5)
F.	INTEGRITY i. Self-discipline ii. Dependability iii. Honesty	9 (3) (3) (3)	4.5 (1.5) (1.5) (1.5)	5.0 (1.5) (2.0) (1.5)	5.5 (2.0) (2.0) (1.5)	6.0 (2.0) (2.0) (2.0)	6.0 (2.0) (2.0) (2.0)

S/N	CRITERIA	MAX POINTS	N.O.	S.N.O.	P.N.O.	A.C.N.O.	C.N.O.
G.	LEADERSHIP	20	2.5	3.5	8.0	11.0	13.5
	i. Ability to motivate	(3)	(0.5)	(1)	(1.5)	(2.0)	(2.0)
	ii. Special skill and competence comp.	(3)	-	-	(1.0)	(1.5)	(2.0)
	iii. Organising ability	(3)	(1.0)	(1.0)	(1.5)	(1.5)	(2.0)
	iv. Judgment and maturity	(4)	(1)	(1.5)	(2.0)	(2.5)	(3.0)
	v. Ability to run a Directorate/Unit	(4)	-	-	(1.0)	(2.0)	(2.5)
	vi. Ability to formulate coherent policies and competence in interpreting extant University's policies	(3)	-	-	(1)	(1.5)	(2.0)
	Total	100	31.5	38.5	50	60.0	70

RADIOGRAPHERS' CADRE

CRITERIA	MAX SCORES	CHIEF RADIOG.	ASST CHIEF RADIOG	PRIN RADIOG	SNR RADIOG
QUALIFICATION	5	5	5	5	5
JOB KNOWLEDGE	30	26	24	22	19
JOB PERFORMANCE	25	22	20	18	18
EXPERIENCE	10	8	7	5	4
ATTITUDE TO WORK	15	13	11	11	11
INTEGRITY	5	5	4	3	3
LEADERSHIP	16	8	7	5	4
TOTAL SCORES	100	87	78	70	64

PART VIII

LEAVE

24 (1) Vacation/ Annual Leave

- (a) All members of staff are expected to take their annual leave as and when due. However, when exigencies dictate otherwise, leave may be taken at some other period provided that every effort is made to ensure that every staff takes his/her annual leave.
- (b) All leave shall be granted at the discretion of the Head of Department/Unit concerned and with the approval of the Registrar.
- (c) Leave in the first year of appointment shall be calculated pro-rata for each completed month of service provided that service of less than six months shall not qualify for leave in that year.
- (d) Leave shall normally be taken during the long vacation but where this is not possible, the leave will be taken at some other time during the year. Leave shall not be carried forward to the following year except with the written permission of the Registrar.
- (e) Members of the Academic Staff shall be eligible for annual leave at the end of every academic session as approved by Senate. An academic session shall normally cover a period of 1st October to 30th June of the succeeding year.
- (f) Members of the Administrative and Technical Staff shall be eligible for leave in a leave-year, as approved by Council.

(2) Temporary Absence from the University

Temporary absence from the University outside the normal annual leave for three days or less shall only be with the prior permission of the Head of Department/Unit, while absence for up to seven days shall be with the prior permission of the Librarian, the Registrar, the Bursar, the Provost/Dean of College/Faculty or the Director of Institute as the case may

be. All requests exceeding seven days shall only be with the prior permission of the Vice-Chancellor. An approved temporary absence shall be deducted from the staff's annual leave, provided that days of absence at approved conferences shall not be deducted from the annual leave. All travels outside of the country shall be with the prior permission of the Vice-Chancellor.

(3) Granting of Leave on Retirement or Resignation Other than at the End of Session

A member of the Administrative Staff who retires or resigns after due notice given and accepted by the Vice-Chancellor at a time other than the end of an academic session shall be granted his leave *pro-rata* in respect of the leave he earned during the session, provided that the period of service prior to the date of retirement or resignation is not less than six months.

(4) Guidelines on Day-Release for Postgraduate Degree Programme

- (a) After eight semesters of continuous service, a member of the Administrative Staff may apply and be considered for day release for postgraduate studies.
- (b) Day-release may be granted to a member of staff whose appointment has been confirmed and who wishes to pursue postgraduate studies on the recommendation of his/her Head of Department/Unit.
- (c) The course to be taken must be relevant to the applicant's schedule of duties or profession.
- (d) An approved day-release could be withdrawn by the University if any of the stipulated conditions for the approval has been breached.
- (e) The time-table for courses should be given to the Heads of Department concerned before the member of staff is finally released.
- (f) An application for Day-Release must be forwarded and considered by the appropriate Review Panels at least

one month before the commencement of the academic session for which it is tenable.

- (g) The day release shall be granted on the condition that the member of staff shall enter into a bond to serve the University for the same number of years, semesters, sessions or period of time spent on the programme for which a day release is granted.
- (h) Any staff granted day-release can only be considered for study leave or sabbatical leave after being on ground continuously for the appropriate number of years or period of time spent on the day release following completion of the programme for which the day-release is granted.

(5) Guidelines on Study Leave with Pay for First Degree Programmes

After six years of service, a member of the Administrative Staff may apply for study leave with pay for the first year to pursue a course or gain practical experience relevant to University Administration subject to the following conditions:

- (a) that the applicant can be spared from his/her duties and that no additional expenses will be incurred by the University in respect of the leave;
- (b) that the programme of study or course to be undertaken during the period of the leave shall be approved by the Administrative Staff Committee; and
- (c) that the applicant shall undertake in writing to return to the service of the University immediately after the leave and serve for the same length of period spent on the leave.

(6) Deferment of Leave

No approved leave shall be deferred except in special circumstances and with a formal written approval from the Registrar.

(7) Accumulation of Leave in Special Circumstances

- (a) Heads of Departments can accumulate vacation/annual leave for the period of their headship
- (b) Provosts, Directors and Deans can accumulate vacation/annual leave for the period they serve as provosts, of their deanship/directorship
- (c) Principal Officers (that is, the Vice-Chancellor, the Deputy Vice-Chancellors, the Registrar, the University Librarian and the Bursar) can accumulate leave for the entire period of their tenure.

(8) Temporary Staff and Staff on Contract

- (a) Leave for temporary staff and staff on contract shall be on *pro rata* or as stipulated in their letters of appointment.
- (b) Leave for staff on temporary appointment shall be approved provided the staff has completed six months prior to 1st July of that session.

(9) Spending of Leave Abroad

A member of Staff who wishes to spend his/her leave abroad shall inform the Vice-Chancellor in writing, and the Vice-Chancellor shall approve the application unless there is a good reason to the contrary.

(10) Vacation Leave/Annual

Days of leave shall be as follows or as approved by the Council from time to time:

- (a) Academic Staff: 56 working days, comprising fourteen days of research leave and forty-two days normal leave
- (b) Administrative Staff: forty-two working days

(11) Sick Leave

- (a) Sick leave on full pay up to a maximum of six months within a period of 12 months shall be granted by the Vice-Chancellor acting on behalf of the Council upon the production of a medical certificate signed by the Director of Medical and Health Services of the University or by any other Medical Practitioner approved by the Council. In cases beyond six months, the continued payment of salaries shall be considered by the Council upon the merits of the application. All sick leave granted under this section shall be reported to the Council.
- (b) All sick leave certificates issued from outside the University Health Centre must be acceptable to the University's Director of Medical and Health Services who shall so specify.

(12) Maternity Leave

- (a) Maternity leave of not more than 16 weeks shall be granted by the Registrar on application through the Head of Department/Unit, together with the production of a Medical Certificate from the University's Director of Medical and Health Services, indicating the Expected Day of Delivery. The first four weeks shall be taken before the expected day of delivery and the remaining 12 weeks after delivery.
- (b) Where the annual leave for that year has not been utilized by the applicant, it shall be regarded as part of the maternity leave.
- (c) Where the annual leave has already been enjoyed before the grant of maternity leave, part of the maternity leave that is equivalent to annual leave will be without pay.
- (d) Maternity leave with pay shall not be granted to a member of staff under one year of service in the University or a temporary staff unless-
- (i) the member of staff transferred her service to the University from another approved establishment, and

- has not already taken her current leave in the previous establishment;
- (ii) the applicant has served in the University for not less than six months; and
- (iii) had not taken her current annual leave in the previous establishment.

(13) Study Leave

- (a) After six semesters of service, a member of the academic staff may apply for study leave with pay for one session to pursue a course of study or to undertake research.
- (b) Application for study leave shall be processed through the Departmental/Unit Review Panel to the College/Faculty/ Institute Review Panel and therefrom to the Appointments and Promotions Committee for approval.
- (c) The application shall contain: -
 - (i) A statement of the commencement date and duration of the period for which the study leave is sought.
 - (ii) A plan of study or research which the applicant proposes to pursue during the period of the study leave.
 - (iii) A statement showing details of any financial assistance being sought or already obtained from other sources.
- (d) Study leave is a privilege and not a right and will not necessarily be granted to every applicant who has completed six semesters of service. Before any application can be granted, the following conditions must be fulfilled:

- (i) Evidence must be furnished by the Head of Department or Unit to the Dean of a Faculty or the Director of an Institute (*not based in a Faculty*) that the applicant can be spared from his duties and that no additional expenses will be incurred by the University if leave is granted.
 - (ii) The programme of study or research to be undertaken during the period of the leave should be acceptable to the Appointments and Promotions Committee.
 - (iii) The applicant shall undertake in writing to return immediately after the end of his leave to the service of the University and serve for the length of period spent on the leave.
- (e) Not more than one period of study leave may be granted in respect of previous service notwithstanding that the service may exceed six semesters. Service for the purpose of study leave shall be reckoned either from the date of assumption of duty in the case of first application for study leave or from the date of resumption of duty after probationary study leave or after the last study leave in the case of any subsequent application.
- (f) The Vice-Chancellor may, where necessary, act on behalf of the Appointments and Promotions Committee in dealing with study leave under this section and he shall report his action to the Appointments and Promotions Committee for covering approval.
- (g) After six semesters of service, a member of the Administrative Staff may apply for study leave with pay for one semester to pursue a course or gain practical experience relevant to University Administration, provided that:

- (i) the applicant can be spared from his duties and that no additional expenses will be incurred by the University in respect of the leave;
 - (ii) the programme of study or course to be undertaken during the period of the leave shall be approved by the Administrative Staff Committee;
 - (iii) the applicant shall undertake in writing to return to the service of the University for at least one semester immediately following the end of his leave.
- (h) Any staff granted study leave as stipulated in Part VIII Section 14(a)-(g) above shall at the end of the study leave, submit a report on the work done during the leave period. The report shall be processed through the relevant Review Panels to either the Appointments and Promotions Committee or Administrative Staff Committee as applicable.
- (i) An Administrative Staff may be granted permission and/or sponsorship to attend conferences/seminars or other courses of short duration locally or abroad on the recommendation of the Registrar and the approval of the Vice-Chancellor.
- (j) Study leave shall be strictly for research or a course of study.

(14) Leave of Absence with Full Pay

A member of staff who has applied for or has been nominated by the Department or University to undergo training or retraining programme in a special area of need to the University may be granted leave of absence with full pay. Staff granted leave of absence as above will be entitled to their normal earned study leave without prejudice to Part VIII Sections 14(a) and 14(g) of this regulation. Such members of staff will be entitled to their earned study leave at the appropriate time as if there has been no break in service.

(15) Leave of Absence without Pay

Leave of absence without pay shall be granted where the University is not called upon to bear any expenses in respect of the leave, provided that:

- (a) the applicant can be spared from his/her duties;
- (b) the Committee is satisfied that the plan of study or research is beneficial to the individual concerned and the University;
- (c) the University considers the leave necessary on compassionate or other grounds;
- (d) the leave is for one year in the first instance, and can only be renewed for another year and no more.
- (e) any staff granted leave of absence with or without pay shall undertake in writing to return to the University to serve for an equivalent period for which the leave of absence is granted.

(16) Part-time and Distance Learning Programmes

A member of staff who desires to run a part-time or distance learning programme must obtain a prior written permission of the Vice-Chancellor. The application for permission must provide sufficient details of the course and the time-table to enable the Vice-Chancellor to consider the application on its merit.

(17) Procedure for Application for Leave of Absence with or without Pay

All applications for leave of absence with or without pay shall be made through the appropriate Review Committees (i.e., College/Faculty/Institute/Library/Department/Unit) to the Appointments and Promotions Committee or Administrative Staff Committee, as applicable, for approval. The applications must be made allowing for enough time to process it up to the penultimate Review Committee before the Appointments and Promotions Committee or the Administrative Staff Committee before executive approval of the Vice-Chancellor could be sought and granted by the Vice-Chancellor, provided nevertheless that the Vice-

Chancellor may grant executive approval in special circumstances after due consultation with the Head of Department/Unit and the Dean/Director.

(18) Probationary Study Leave

- (a) Subject to availability of funds, Probationary Study Leave may be granted by the Appointments and Promotions Committee on the recommendation of the Head of a Department or Unit made through the Dean of the Faculty or Director of an Institute (not based in a Faculty) to an Assistant Lecturer, Graduate Assistant, Junior Research Fellow, Medical Training Fellow, Junior Trainee Fellow or a member of staff of equivalent or similar status in order to enable him/her pursue a course of study leading to a higher degree.
- (b) Approval for probationary study leave shall be granted for only one year in the first instance. The leave shall be renewable annually subject to satisfactory progress report from the Academic Supervisor of the programme of study made to the appropriate Review Panel. Such renewal however shall not exceed a total of two years for Masters Degree and four years for Ph.D. unless sufficient evidence is provided to show that failure to complete the required course within the stipulated period is not due to the candidate's fault.
- (c) While on probationary study leave, the staff concerned shall follow a course or courses of study approved by the Appointments and Promotions Committee and shall not change that course or approved place of study without prior approval of the Committee. A report shall be submitted by the Supervisor of the staff concerned at the end of every academic year or as often as the Appointments and Promotions Committee so requires.
- (d) During a period of probationary study leave, the staff concerned shall be on leave with pay and may be

provided with such allowances as may from time to time be prescribed by the Council.

- (e) Any staff granted probationary study leave shall be considered for passages in line with extant policy in that respect.
- (f) While on probationary study leave, the staff concerned shall not apply or become a candidate for any post other than a post in the service of the University during the period of the bond.
- (g) The period of any probationary study leave shall count towards the computation of pension and gratuity.
- (h) Every application for probationary study leave shall be made through the Departmental Review Panel to the Institute/Faculty/College Review Panel and then to the Appointments and Promotions Committee for approval.
- (i) In urgent cases, the Vice-Chancellor shall act on behalf of the Committee in all matters concerning probationary study leave, but shall report such action to the Committee for covering approval.

Terms and Conditions for Probationary Study Leave

- (a) For a University-supported probationary study leave or sponsorship, the following terms and conditions will apply to the award of probationary study leave and sponsorships, where applicable:
- (b) The probationary study leave with sponsorship shall be for one year in the first instance but, subject to satisfactory annual reports on the recipient's work, may be extended on a year-to-year basis for the duration of the approved course of study up to a maximum of three years and, only exceptionally, to four years.
- (c) It will be the recipient's responsibility to ensure that his/her Supervisor sends these annual progress reports

early enough to the Registrar to enable the University to consider an application for an extension of the probationary study leave/sponsorship in time so as to prevent any delay in the payment of fees, allowances etc.

- (d) The probationary study leave with sponsorship shall not be held concurrently with other awards or paid employment in a University or elsewhere in the country of study without the prior written consent of the Vice- Chancellor.
- (e) The Probationary study leave with sponsorship may be terminated at any time if the recipient's conduct, progress or attendance is unsatisfactory or on medical grounds.

(ii) Emoluments

The Council may divide the world into such zones as it shall deem fit for the purpose of any awards or allowances payable to each category of staff.

(19) Sabbatical Leave

- (a) After six years of continuous service in the University, an academic staff not below the rank of a Senior Lecturer shall be entitled to one year of sabbatical leave with full pay. Before any application could be granted, the following conditions must be fulfilled:
 - (i) Evidence must be furnished by the Head of the Department or Unit to the Provost of the College or Dean of the Faculty or the Director of an Institute (not based in a Faculty), that the applicant can be spared from his duties and that no additional expenses will be incurred by the University if the leave is granted.
 - (ii) The programme of work or research to be undertaken during the period of the leave shall be approved by the Appointments and Promotions Committee.
 - (iii) The applicant shall undertake in writing to return to the service of the University for at least two semesters immediately following the end of his leave.

- (iv) An application for sabbatical leave shall be processed as stipulated in Part VIII, Section 14(b) and must be made allowing for enough time for processing to the College/ Faculty/Institute/Library Review Panel as applicable before executive approval could be sought and granted by the Vice-Chancellor when necessary.

- (b) An Administrative staff not below the rank of a Senior Assistant Registrar or equivalent, after six years of continuous service, shall be entitled to sabbatical leave for one year with full pay. The leave will be to gain practical experience in the particular field of specialization related to university administration or service. The leave shall be granted on the following conditions:
 - (i) The applicant can be spared from his duties and that no additional expenses will be incurred by the University if the leave is granted.
 - (ii) The programme of work or course to be undertaken during the period of leave shall be approved by the Administrative Staff Committee.
 - (iii) The applicant shall undertake in writing to return to the service of the University for at least two semesters immediately following the end of his leave.

(20) Secondment

- (a) Secondment of any member of staff to the service of another University or approved Body at his/her own request shall be for a maximum period of five years, i.e., three years in the first instance with possible extension for two years, during which period the applicant will be required to elect to be permanently released to the service of the institution/body to which s/he had been seconded or revert to his/her former post.
- (b) When a secondment of an officer to the service of another University or approved Body is based on public

interest, the period of secondment shall not be limited, but shall be reviewed at intervals of two years. The officer shall continue to hold his substantive post and be entitled to notional increment and will be treated as having been posted on special duty.

(21) Mandatory Service after Leave

Staff on secondment, sabbatical leave, leave of absence, study leave and probationary study leave shall be required to serve one year for every year of leave granted, or for the same length of period spent on such leave, or make payment to the University for the same period in lieu of service.

(22) Failure to Return from Leave

Any member of staff who fails to resume duty after an approved leave may have his or her appointment determined. Any member of staff who gives notice of retirement, resignation, withdrawal or transfer of service before the expiration of his or her leave other than annual/vacation leave, shall be deemed to have left the service of the University on the day he or she commenced the approved leave, and it shall not be an excuse that the staff concerned has any accumulated leave prior to the commencement of the said leave.

(23) Promotion of Staff on Leave

Members of staff on study leave, leave of absence with/without pay, probationary study leave, sabbatical leave and secondment shall neither be listed nor considered for promotion until they resume duty, except where the promotion exercise is in respect of the period before they began the leave.

(24) Written Approval for Leave

No member of staff shall proceed on any leave without a prior written approval of the University conveyed by the Registrar or any officer authorized by him or her.

(25) Leave Bonus

Leave bonus, if payable, shall be paid to members of staff who are not on secondment, leave of absence, probationary study leave, and sabbatical leave. The rates of allowances payable to assist travel within Nigeria would be in accordance with rates approved by the Council.

**PART IX
PASSAGES**

25. The following provisions shall apply in respect of allowances or rates of pay for passages where applicable.

(1) First 28 Days Allowance for Newly Appointed Transferred and Posted Officers

Newly appointed officers, officers on transfer/posting from cities different from their place of domicile, shall be entitled to transport fare for self, spouse and not more than four children. In addition, they shall be eligible for hotel accommodation for the first 28 days or an allowance for the first 28 days in lieu of hotel accommodation at the following rates or as may be prescribed by the Council from time to time:

Principal Officers	- ₦20,000.00 daily
Staff on Grade Level CONUASS 5-7 and CONTISS II 13-14	- ₦13,000.00 daily
Staff on Grade Level CONUASS 1-4 and CONTISS II 6-12	- ₦9,000.00 daily

(2) Transport Fares on Initial Appointment

On initial appointment, a member of the senior staff shall be provided with economy class air or approved first class sea passages and/or approved road or rail fares by the shortest direct route for himself, spouse and up to four children aged 18 years and below, from his place of engagement to the University provided that he is not already entitled to passages from any other arm of the Public Service. Where an expatriate is employed in Nigeria, he shall not be entitled to overseas passages.

(3) Resignation, Withdrawal, Transfer and Retirement

On resignation, approved withdrawal, transfer or retirement, a member of staff shall be provided with economy class air or approved road or rail fares by the shortest direct route for

himself and if then present in Nigeria, for his spouse and up to four children up to the age of 18 from the University to his country of domicile or in the case of a Nigerian, to his home in Nigeria provided that:

- (a) His resignation, withdrawal, transfer of service or retirement is in accordance with the terms of his contract.
- (b) He has been resident in Nigeria and his wife and children have also been living with him in Nigeria, for at least one academic session prior to the date of his departure on resignation, withdrawal, transfer or retirement.
- (c) Where a member of the senior staff does not complete his first academic session of service, he shall not normally be eligible for repatriation of himself and his family to his country of domicile or for travel to his home in Nigeria at the expense of the University.
- (d) Where a member of the senior staff resigns, withdraws or transfers while on overseas leave, he will not be entitled to passages for himself, his wife and his children.
- (e) Where a member of the senior staff resigns within six months on return from overseas leave giving only three months' notice, he will not be eligible for repatriation for himself and family.

(4) Duty Tour Allowance

Duty Tour Allowance shall be paid at the following rates:

Vice-Chancellor	-	₦35,000.00
Other Principal Officers	-	₦20,000.00
Staff on Grade Level CONUAS 5-7 and CONTISS II 14		₦16,000.00
Staff on Grade Level CONUAS 3-4 and CONTISS II 7-13		₦12,000.00
Staff on Grade Level CONUAS 1-2 and CONTISS II 6		₦5,000.00

(5) Transport Allowance and Local Running

- (a) All staff are entitled to air fare depending on the exigencies of duty and with the approval of the Vice-Chancellor.
- (b) Transport Allowance shall be paid to all staff when travelling to towns and cities where air transport services do not exist at the rate of ₦29.00 per kilometer.
- (c) For local running, staff shall be entitled to 30% Duty Tour Allowance (DTA) in addition to airport and taxi fare at the prevailing rates.

(6) Shift Duty Allowance

Staff who perform shift duties and are not health professionals shall be paid Shift Duty Allowance at the rate of 6% of their monthly consolidated salaries.

(7) Payment of Overtime Allowance

Payment of overtime allowance on normal working days shall be at the rate of 0.7% of the monthly consolidated salary of a member of staff, subject to a maximum of 45 hours in one month. Hours worked on work-free days will be paid at the rate of 1^{1/2}% of the normal overtime rate while the rate shall, on public holidays, be double of the normal overtime rate. All applications for payment of overtime allowance must be approved by the Vice-Chancellor.

(8) Special Circumstances

- (a) An expatriate member of staff normally entitled to free passages who, on medical grounds of obvious urgency accepted by the Vice-Chancellor acting on behalf of the Council in consultation with the Director of Medical and Health Services of the University, requires passage for travelling overseas for treatment, shall have such return passage paid subject to availability of funds.
- (b) The spouse of a member of staff, not himself/herself a member of the senior staff in receipt of salary, in like

circumstances personal to himself/ herself or his wife/her husband shall have passage paid to his/her place of domicile or place of treatment with the approval of the Vice-Chancellor subject to availability of funds.

(9) Declaration of Domicile

- (a) On first appointment, a member of the senior staff will be required to declare his/her domicile (country and town) which shall be the basis for determining his/her passage entitlement. Evidence may be required in support of any declaration or change in domicile.
- (b) For the purpose of these regulations, “domicile” means the place of permanent residence for the time being of the member of staff concerned.

(10) Other Conditions

- (i) No passages at University expense will be provided in any case where the journeys are to be paid for by any other body.
- (ii) The Vice-Chancellor shall be entitled to first/business class. All other officers shall be entitled to economy class.

PART X

26. ALLOWANCES

The following provisions shall apply in respect of allowances.

(1) Basic Car Allowance

Basic car allowance shall be as prescribed by the Council from time to time. Basic car allowance is the allowance payable to a member of staff who, due to non-availability of an official car, uses his/her personal vehicle for official journeys.

(2) Car or Vehicle Refurbishing Loan

The Council may approve revolving car loan for members of staff of the University subject to such conditions as it shall deem fit to stipulate.

(3) Housing Loan

A member of staff may be granted a housing loan as may be prescribed by the Council from time to time.

(4) Kilometre Allowance for Travelling Within the University

(a) No kilometre claims shall be paid for travelling within the boundaries of the University. In cases where continual day-to-day runs are a necessary part of the job of a member of staff, s/he may be paid a travelling allowance at the approved rate taking into consideration the total amount of kilometres done per month and the basic car allowance paid to him.

(b) Members of Staff appointed to new positions within the University shall not be entitled to any removal expenses.

(5) Removal Allowances

(a) On initial appointment, resignation, approved withdrawal or transfer, probationary study leave, or its equivalent or retirement, a member of the senior staff on production of receipts, will be eligible for a refund

of baggage expenses for the transport of books and personal effects or if resident in Nigeria, will be paid removal expenses or rates as follows or as otherwise determined from time to time by the Council.

(b) **On First Appointment: From Place of Recruitment Outside Nigeria**

(i) By Air-Accompanied

50 kilo excess baggage - Single
100 kilo excess baggage - Married

(ii) By Air-Unaccompanied

100 kilo excess baggage - Single
200 kilo excess baggage - Married

(iii) By Sea

2 cubic metres - Single
4 cubic metres - Married

(c) **On First Appointment, if Resident in Nigeria**

Removal expenses will be paid to an appointee at approved rates.

(d) **On First Appointment: if Resident in West Africa**

Removal expenses will be paid to an appointee at approved rate.

(e) **On Resignation, Withdrawal, Transfer or Retirement from Service**

Removal expenses will be paid to the staff at existing approved rates.

(f) A member of the senior staff who has collected his/her leave allowance during the year of *resignation*, *withdrawal* or *transfer* of service shall not be entitled to removal expenses. This does *not* however apply to retiring staff.

(6) **Warm Clothing Allowance**

A member of staff who is required by the University to proceed to a foreign country on an approved course of instruction will be eligible for a warm clothing allowance at the rate prescribed by the Council from time to time subject to the following conditions:

- (a) The duty or course which the staff concerned is directed to undertake takes place after three years from the date on which he last drew a warm clothing allowance.
- (b) The concerned member of staff is not entitled to warm clothing allowance from any other official source.

(7) Course Allowance

Where a member of staff is sent on a course of instruction locally (i.e., in Nigeria but outside the University) for a period in excess of twenty-eight days, and board and lodging are not provided by the training institution concerned, he will be entitled to the appropriate board and lodging allowance at the subsisting University approved rates.

(8) Death Benefits

If a member of staff who holds a pensionable appointment dies in active service, death benefits shall be paid as provided under the Pension Reform Act, 2014 Laws of the Federation of Nigeria or any amendment thereto or substitute therefore.

PART XI

27. MEDICAL ATTENTION

The following provisions shall apply for the purposes of medical services to members of staff.

- (1) The University and members of staff are required to register for medical attention and treatment as provided under the National Health Insurance Scheme Act.
- (2) Medical expenses incurred outside the University Health Centre will be paid only if the member of senior staff concerned had been appropriately referred elsewhere by the Director of Medical and Health Services of the University. However, in the case of emergencies, the cost of medical treatment may be reimbursed on the recommendation of the Director of Medical and Health Services.
- (3) The Council may, from time to time, approve a sharing ratio of the cost of medical bills between the University and a member of staff in cases not covered by the provisions of the National Health Insurance Scheme Act.

(4) **Overseas Medical Treatment**

(a) Entitlements

Any member of staff or a member of his/her family may enjoy medical treatment overseas in either of the following situations, subject to availability of funds:

- (i) appropriate treatment is not available in the country.
- (ii) illness occurs while abroad on approved University business such as attendance at conferences, study leave, leave of absence, sabbatical leave, etc.

(b) Procedure for (a) (i) above

- (i) Recommendations must be made by the appropriate Specialist from a Teaching or Specialist Hospital or by the Medical Advisory Board in the cases of non-teaching and non-Specialist Hospitals.
- (ii) All recommendations shall be forwarded through the Chairman, Medical Advisory Board to the Vice-Chancellor who may take appropriate action.

- (iii) In making recommendation for an overseas treatment, there must be evidence that suitable arrangements have been made with appropriate "external" (over-seas) institutions for the care of the patients.

(c). Composition of Medical Advisory Board

A Medical Advisory Board shall be constituted with the following members:

- | | |
|---|-----------|
| ▪ Deputy Vice-Chancellor (Administration) | Chairman |
| ▪ Provost, College of Health Sciences | Member |
| ▪ Dean of Faculty of Clinical Sciences | “ |
| ▪ Director, Medical and Health Services | “ |
| ▪ Secretary, Health Services Management Committee | Secretary |

The Medical Advisory Board shall advise the Vice-Chancellor on all medical issues in the University.

PART XII

28. ACCOMMODATION

The following provisions shall apply to accommodation in the University Quarters.

(1) **Agreement**

It shall be a condition precedent that a member of staff allocated a house or residence in the University Residential Quarters shall sign a tenancy agreement before being allowed to occupy the house. The agreement shall contain, among others, provisions making it mandatory for the staff occupying a house to keep and maintain it and make the house and its surroundings well kept.

Where there is conflict between such an agreement and the provisions of these regulations, the provisions of these regulations shall prevail.

(2) **Residential Accommodation**

A member of staff shall be entitled to housing allowance at approved rates. However, where accommodation is provided, such staff shall pay appropriate rent as approved by Council.

(3) **Housing Allocation**

Accommodation shall be allocated and held according to such regulations as shall be made from time to time by the Housing and Allocating Committee subject to the approval of the Vice-Chancellor acting on behalf of the Council.

(4) **Tenancy Agreement**

Every member of staff provided residential accommodation shall sign a tenancy agreement governing the occupation of the University Staff Quarters as may be made from time to time. The agreement shall be prepared by the Legal Unit of the University and signed on behalf of the University by the Secretary to the Housing Allocating Committee.

(5) **Vacation of University Accommodation**

All staff shall be expected to vacate the University accommodation no longer than the last date of any notice served in respect of resignation and/or withdrawal of service, termination of appointment or dismissal from service. In the case of retirement, the staff concerned shall be allowed, if s/he applies, to occupy the University accommodation for a maximum period of six months, subject to such conditions as shall be conveyed to him/her in writing.

(6) **Allocation**

- (a) There shall be a Housing Allocating Committee which shall be chaired by the Deputy Vice-Chancellor (Administration) and consisting of such other members as the Vice-Chancellor shall determine. The other members of the Committee shall be appointed by the Vice-Chancellor.
- (b) The Housing Allocating Committee shall have the power to act on behalf of the Council and the Vice-Chancellor to allocate residential accommodation to deserving members of staff, to revoke any allocation, and to take all necessary steps to recover possession of any allocation or property from any person occupying University Quarters-provided that the Vice-Chancellor shall have power to require an occupant of University Quarters to move to a different quarters if in his view the overall housing needs of the University necessitate such action.
- (c) In allocating housing, the Committee shall act on such principles as it may prescribe with the approval of the Vice-Chancellor.
- (d) In addition to any other conditions that may be stipulated in any agreement between the

University and any occupant, a member of the University in occupation of University Quarters shall-

- (i) Pay such rents and other rates as may be assessed by the Council from time to time.
- (ii) Not make any alteration to the structure or fixtures of the quarters or interchange items of the University issued to the quarters or erect any additional building without the prior written permission of the University.
- (iii) Not sublet any part of the premises including the boys' quarters, provided that where a tenant intends to allow strangers to stay in their house and be in absolute control in their absence from the campus on any kind of leave which is longer than two days, they shall obtain the written permission of the Committee at least twenty-four hours before they go away.
- (iv) Keep pets only on the condition that s/he shall keep them permanently in cages within the premises occupied by them, and always accompany their pets whenever they take them for walks. Such pets, especially dogs, must be vaccinated regularly and certificates of vaccination should be made available on demand.
- (v) Not engage in animal husbandry in whatever form; keeping of fowls, goats, sheep, cattle, pigs, rabbits, etc, is prohibited in the University Quarters, and it shall not be a defence that the animal is kept tethered in the tenant's premises. It is hereby provided that the University shall be at liberty to seize, destroy or otherwise dispose of any animal as it may deem fit in its absolute discretion, and no action or claim whatsoever shall lie against the

University or its officers or agents for any action
the University takes in this regard.

PART XIII

INAUGURAL LECTURE

- 29.** (1) It shall be a requirement for a member of staff promoted to the rank of Professor to deliver an Inaugural Lecture where such a lecture has not been delivered elsewhere since becoming a professor.
- (2) A member of staff who is promoted to the rank of Professor should endeavour to deliver his/her Inaugural Lecture within five years of his/her becoming a Professor.