

UNIVERSITY OF IBADAN

STAFF INFORMATION HANDBOOK

Rules and Regulations Governing Conditions of Service of Staff

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UNIVERSITY OF IBADAN ORDER OF PROTOCOL

Visitor

Chancellor

Pro-Chancellor

Vice Chancellor

Deputy Vice Chancellor (Administration)

Deputy Vice Chancellor (Academic)

Deputy Vice Chancellor (Research, Innovation and Strategic Partnerships [RISP])

Members of Council

Registrar

Bursar

University Librarian

Provost, College of Medicine

Dean of Arts

Dean of Science

Dean of Basic Medical Sciences

Dean of Clinical Sciences

Dean of Agriculture and Forestry

Dean of the Social Sciences

Dean of Education

Dean of Veterinary Medicine

Dean of Technology

Dean of Pharmacy

Dean of Law

Dean of Public Health

Dean of Dentistry

Dean of Economics

Dean of Environmental Design and Management Sciences

Dean of Postgraduate School

Dean of Students

Directors of Institute

OUR VISION

To be a world-class institution for academic excellence geared towards meeting societal needs

OUR MISSION

- ❖ To expand the frontiers of knowledge through provisions of excellent conditions of learning and research
- ❖ To produce graduates who are worthy in character and sound judgement
- ❖ To contribute to the transformation of society through creativity and innovation
- ❖ To serve as a dynamic custodian of society's salutary values and thus sustain its integrity.

OUR VALUES

A commitment to excellence encapsulated in a set of core valuesnamely:

- ❖ Excellence in Learning
- ❖ Upright in Character
- ❖ SoundinJudgment
- ❖ Incomparable in Service

❖ **The University's Strategic Objectives:**

❖ To re-awaken all staff and students to the need for rebuilding the University and, consequently, inducing a drastic attitudinal change towards achieving the goal, by way of more commitment, greater loyalty and diligence on the part of all concerned.

❖ To make a more determined effort to generate adequate funding for the University, and so to make it less dependent on government funding.

❖ To ensure that any amount of money received is optimally utilized.

❖ To significantly improve the conditions for learning and research within the institution.

❖ To increase substantially, and in virtually all disciplines, the number of highly-rated academics in Ibadan. Particular attention will be paid to Science and Science-related subjects, which have suffered worst neglect over the years.

❖ To make the University of Ibadan more responsive to the needs of the country, other universities and her graduates.

❖ To update and modify curricula for relevance to both national needs and global demands.

❖ To overhaul recruitment processes, and thereby ensure that only the best available hands are employed. The University will not allow extraneous factors such as ethnic origin, race, and religion to stand in the way of appointing the best candidate in any given situation. Recruitment will, however, be as gender-sensitive as possible.

❖ To ensure that the University does not admit more students than it can cope with, taking into consideration the number of available staff and facilities on ground. However, to increase the number of people who can benefit from its services, the University will pursue vigorously the provision of long distance learning opportunities.

❖ To have a campus where there is peaceful coexistence, and in which members of staff of different disciplines and classes socialize with one another without inhibition or discrimination, and staff and students alike relate and enjoy an environment conducive to the promotion of sound scholarship.

THE NATIONAL ANTHEM

Arise, O compatriots,
Nigeria's call obey
To serve our fatherland
With love and strength and faith
The labour of our heroes past
Shall never be in vain
To serve with heart and might
One nation bound in freedom,
Peace and unity.

O God of creation
Direct our noble cause
Guide thou our leaders right;
Help our youth the truth to know
In love and honesty to grow
And living just and true
Great lofty heights attain
To build a nation where peace
And justice shall reign.

THE NATIONAL PLEDGE

I pledge to Nigeria my country
To be faithful, loyal and honest
To serve Nigeria with all my strength
To defend her unity
And uphold her honour and glory
So help me God.

THE UNIVERSITY ANTHEM

The Fount

1. Unibadan, Fountainhead
Of true learning, deep and sound
Raise true minds for a noble cause
Social justice, equal chance
Greatness won with honest toil
Guide our people this to know:
Wisdom's best to service turned
Help enshrine the right to learn
For a mind that knows is a mind that's free.

2. Unibadan, first and best,
Soothing spring for all who thirst
Bounds of knowledge to advance
Pledge to serve our cherished goals!
self-reliance, unity
That our nation may with pride
Help to build a world that is truly free.

UNIVERSITY ARMS

Sable in front of a sun in splendour,
Or, a pall wavy argent charged with another
azure over all in centre point; an open book
proper bound and edged Gules.

UNIVERSITY MOTTO

Recte Sapere Fons

(For Knowledge and Sound Judgement)

UNIVERSITY COLOURS

Indigo Blue and Gold

Table of Contents

SECTION	PAGE
Foreword
1.0: Introduction
1.2.0: Purpose
1.2.1: Regulations for Academic Staff
1.2.2: Regulations for Non-Academic Staff on CONTISS 6 and Above	
2.0: Definitions
3.0: The Committee on Appointments and Promotions..
3.1.0: The Appointments and Promotions Committee for Academic Staff	
3.2.0: The Appointments and Promotions Committee for Senior Staff (Non-Academic)
4.0: Appointments
4.1.0: General
4.1.2: Disqualification for Appointment
4.2.0: Constitution of the University Assessment and Interview Panel	..
4.3.0: Tenure of Appointment
4.4.0 Incremental Date..
4.5.0: Rights of Spouses
4.6.0: Procedure and Criteria for Appointment to Academic Position	..
4.6.2: Appointment of Teaching Assistants
4.6.3: Appointment of Assistant Lecturers
4.6.4: Upgrading to Lecturer II
4.6.5: Part-Time Appointments (Associate and Honorary Lecturers)	..
4.6.6: Appointment to Headship of Departments/Research Institutes	..
4.7.0: Removal of Persons Holding Administrative Positions
4.7.3: Procedure for Removal
4.8.0: Evaluation of Performance of Management Team
4.9.0: Institution of Additional Professorial Chairs
5.0: Periodic Review and Confirmation of Appointments
5.1: Academic Staff

5.2.0: Non-Academic Staff
5.2.1: Rules Governing Contract Appointments
5.2.2: Guidelines for the Appointment and Evaluation of Emeritus Professors..									
5.3.0: Determination of Appointments (Academic/Non-Teaching Staff)								
5.4.0: Staff Structure
5.4.1: Criteria for Determining Seniority
5.4.2: Administrative Order of Precedence
6.0: Promotions (Academic Staff)
6.1.0: Regulations and Guidelines
7.0: Promotions (Non-Academic Staff)
7.1.0: Normal Promotion
7.1.8: Qualification
7.2.0: Representation
7.2.1 Individual Representation for Promotion (I.R.P.)
7.2.4 Point of Entry into Scale on Promotion
8.0: Discipline
8.1.0: Senior Staff Disciplinary Committee (SSDC)
8.1.1: Membership
8.1.2: Terms of Reference
8.1.3: Tenure of Office
8.2.0: Disciplinary Procedure
8.2.1: Modus Operandi of the Committee
A: Procedure for Staff Discipline
B: Procedure for Staff Complaints
8.2.6: Failure to Appear before the Senior Staff Disciplinary Committee
8.2.9: Gradation of Sanction
8.3.0 Effect of Disciplinary Measure on Promotion
8.3.1 Interdiction
8.3.2: Suspension
9.0: Accommodation
9.1: Senior Staff Housing Committee
9.1.2: Mode of Allocation
9.1.3: Change of Accommodation
9.1.4: Rejection of Accommodation..
9.1.5: Prohibition of Sub-letting									
9.1.6: Swapping of Houses/Flats									
9.2.0: Vacation of Quarters..
9.2.5: Transfer of Unoccupied Accommodation									
9.3.0: Rules Governing Special Allocations									
9.3.3: Houses for Principal Officers									
9.4.0: Enquiries on Housing Matter									
9.5.0: Rent..
10.0: Leave
10.0. (A): Vacation/Annual Leave

10.0. (A)1: Academic Staff

10.1: Pro-Rata Leave

10.2: Deferment of Leave

10.3: Annual Leave Year

10.0: (A).2: Non-Academic Staff

10.3: Pro-Rata Leave

10.4: Deferment of Leave

10.5: Annual Leave Year

10.0: (B): Leave for Temporary Staff

10.6: Absence Outside the Annual Leave Period

10.0: (C.):Maternity Leave

10.0: (D.): Sick Leave

10.0: (E):Leave of Absence

10.0 : (E) 1:Academic Staff

10.0: (E) 2: Non-Academic

10.7.0: Special Cases of Leave of Absence (with pay).

10.7.1: Holding Double Appointments in the Public Service:

10.7.2: Categories of Double Appointments

10.0: (F.):Sabbatical Leave

10.0: (F.) 1: Academic Staff

10.0: (F.) 2: Non-Academic Staff.. .. .

10.0: (G):Study Leave

10.0: (G).1: Academic Staff

10.0: (G). 2: Non-Academic Staff

10.0: (H.): Capacity Building

10.8: Resignation/Withdrawal/Retirement during Sabbatical/Study Leave/Leave of Absence
.. .. .

10.0: (I):Secondment

10.9: Contact Address

10.10: Guidelines for Part-Time Study

11.0: Passages

11.1: Leave Passages on Special Grounds

11.2: Passages for Official University Business

11.3: Medical Insurance

12.0: Regulations on Loans and Advances

 12.2 : Motor Vehicle Refurbishing Loan

12.3: University Assisted Housing Loan

12.4 Conditions for granting University Assisted Housing Loan

12.5 Personal Salary Advance

12.6 Conditions for granting University Assisted Housing Loan.....

12.7: Personal Salary Advance Repayment Interest and Capital Schedule Table

12.8: Cash/Touring Advance

12.9 Conditions for granting Cash/Touring Advance:

13.0:	Allowances
13.1:	Allowances for Duty Posts
13.2:	Acting Allowances
13.2.1:	Acting Appointments and Allowances in the University
13.3:	Responsibility Allowance for Non-Academic Members of Staff
13.4:	Teaching, Research and other Allowances
13.5:	Kilometre Allowance
13.6:	Rent/Housing Allowance
13.7:	Subsistence Allowance
13.8:	Estacode Rates
13.9:	New Duty Dour (Night) Allowance
14.0:	Audit Matters
15.0:	Other welfare Matters
15.1:	Medical Care
15.2:	Overseas Treatment
15.3:	Procedure for Overseas Treatment
15.4:	Approved Expenses for Overseas Treatment
15.5:	Treatment During “Home Leave”
15.6:	Treatment during Industrial Actions where UHS is not in Operation ..
16.0:	Retirement
17.0:	Pension
17.1:	Transfer of Pension Rights
18.0:	Available Funds for Staff Development.. .. .
18.1:	Conference Support Fund
18.2:	Criteria for Award
18.3:	TETFund
18.4:	Senate Research Grant/Advancement Board Research Grant
18.5:	Staff Development Fund for Non-Academic Staff
19.0:	Staff Audit and Performance Evaluation
20.0:	Rules on Staff Bonding to the University
21.0:	Other Services in the University
21.0.1:	Centre for Social Orientation (CenSO)
21.0.2:	Directorate of Quality Assurance
21.0.3:	Service Compact with All Nigerians (SERVICOM)
21.0.4:	Gender Mainstreaming Office
21.0.5:	Gender Policy
21.0.6:	Sexual Harassment Policy
21.0.7:	Office of International Programmes (OIP)
21.0.8:	Research Management Office
21.0.9:	Senior Staff Club

Foreword

This edition of the University Staff Information Handbook is a review of the Senior Staff Handbook of 2003, the Junior Staff Handbook of 1976 and Security Staff Code of Conduct as approved by the Governing Council of the University which reserves the right to waive, alter, add to or revoke any part of the terms and conditions of employment as changing circumstances may demand. The review was meant to address, deepen and adequately capture global developments and practices as expected of a World-Class University.

The Handbook is quite succinct in title, content and applications. Terms and expressions employed are clear, devoid of ambiguity and free from interpretative errors. The Handbook is detailed and more inclusive in terms of the rules and regulations on all matters of human resource administration.

It is re-assuring to note that adequate measures have been taken to be responsive to anticipated future developments which might prompt further review to consistently strengthen the operational scope of the Handbook.

It is pertinent to remind all staff that ignorance of the content or changes will not be a tenable excuse. It is, therefore, imperative that members of staff should endeavour to regularly familiarise themselves with the content of the Handbook, seek counsel as appropriate, and be current on the various provisions guiding their operations, relationships, responsibilities, rights, privileges and expectations.

Staff members have no reason to be apprehensive as the regulations contained herein are not promulgated to destroy; rather, they are meant to engender peaceful co-existence and accelerated development for the good of the establishment and all stakeholders.

This University Staff Information Handbook remains the sole property of the University of Ibadan. It must be surrendered to the Establishments Division whenever a member of Staff is leaving the services of the University.

Best wishes.

O. I. Olukoya MNIM, FPA
Registrar and Secretary to Council

INTRODUCTION

- 1.0 This Handbook came into effect from 1 March, 2017
- 1.1 This Handbook contains vital information about the conditions of service of the Staff of the University of Ibadan.
 - 1.1.1 This Handbook is in three parts: part one deals with Rules and Regulations governing conditions of service of Senior Staff; part two deals with rules and regulations governing conditions of service of Junior Staff, while part three deals particularly with the Code of Conduct for Security Staff.
 - 1.1.2 The Regulations contained in this Handbook shall not be rescinded or amended by addition or otherwise varied, except by subsequent regulations made by Council or Senate and approved by Council.
 - 1.1.3 These Regulations are, however, subject to review from time to time.

PART 1

**RULES AND REGULATIONS GOVERNING CONDITIONS OF SERVICE OF
SENIOR STAFF**

1.2.0: PURPOSE

1.2.1: Regulations for Academic Staff

These are regulations governing the appointments, promotions, and other conditions of service of the academic staff in the University. Council makes them on the recommendation of the Appointments and Promotions Committee. The regulations shall have application to all matters appertaining to the appointments, tenure, leave, promotions, study leave/sabbatical leave/leave of absence, and other welfare matters of academic staff, except where Council directs generally on the conditions of all University staff.

1.2.2: Regulations for Non-Academic Staff on CONTISS (CONSOLIDATED TERTIARY INSTITUTIONS SALARY STRUCTURE) 06 and Above

These are regulations governing the appointments, promotions and other conditions of services of the non-academic staff of the University on CONTISS 06 and above. Council makes them on the recommendations of the Appointments and Promotions Committee for Senior Staff (Non-Academic) on CONTISS 06 and above. The regulations shall have application to all matters appertaining to the appointments, tenure, leave, promotions and study leave/sabbatical leave/leave of absence of Non-Academic staff, except where Council directs generally on the conditions of service of all University staff.

2.0: Definitions

In these Regulations, unless the context otherwise requires, the following expressions have the following meanings:

(a) **Academic Staff** means all persons holding appointments as members of the teaching and/or research staff of the University and whose primary duty is teaching and/ or research and shall also include the professional library staff of the status of Librarian II and above.

(b) **Adoption** means legally taking a child into custody according to the relevant Nigerian laws.

(c) **Adjunct Lecturer** means either an academic or professional individual employed to fill a vacuum in a unit.

(d) **An Officer** means an Academic Staff and a Senior Non Academic Staff on CONTISS 6 and above.

(e) **Associate Lecturer** means an academic staff appointed on part-time basis to any of the teaching Departments in the University

(f) **Capacity Building** includes a process of equipping individual staff with the understanding, skills and access to information, knowledge and necessary training that enable the concerned staff to perform effectively and efficiently for development and strengthening of such staff and Departments, for which the University has expended resources.

(g) **Committee** includes the appropriate Appointments and Promotions Committee for the category of staff concerned, Senior Staff Disciplinary Committee, Senior Staff Housing Committee and all other Committees as approved by Council.

(h) **Contract Staff** normally refers retired staff that are appointed for specific periods of time.

(i) **Criminal Offence** means stealing, false pretences, extortion, forgery, official corruption, and such kindred offences involving moral turpitude as defined in the Criminal Code of Nigeria and as may from time to time be defined in any criminal or penal code of any of the governments in the Federal of Nigeria.

(j) **Dean** means a person who heads a Faculty/School.

(k) **Department** means any component of the University, Academic or Non-Academic, recognized as such by Council.

(l) **Director** means a person who heads a Directorate, Institute or Centre.

(m) **Established Post** means a post specially provided for in the current University budget.

(n) **Head of Department** means a person appointed by the appropriate University authority to direct or supervise a department. In the absence of the Head of Department, any person duly appointed to act in his place shall be referred to as Acting Head of Department.

(o) **Honorary Lecturer** means an individual who has volunteered to give academic or professional services to the University.

(p) **In-service-Training** includes any training undergone by staff during the period of employment.

(q) **Leave of Absence** is unpaid leave granted to staff.

(r) Management Team means all Principal Officers, Provosts, Deans, Directors and Heads of Departments/Units.

(s) Misconduct means general misbehaviour or wrongdoing to the embarrassment of the University or to the prejudice of discipline and the proper administration of the business of the University, conviction on a criminal offence and, without prejudice to the generality of this definition, includes;

- (i) Corruption;
- (ii) Dishonesty;
- (iii) Drunkenness;
- (iv) Insubordination;
- (v) Negligence:
- (vi) Falsification of records;
- (vii) Failure to keep records or suppression of records;
- (viii) Absence without leave from place of work without;
- (ix) Satisfactory excuse;
- (x) Failure to resume from authorized leave at its expiration,
- (xi) Negligence deemed by an auditor to have occasioned a loss of funds to the

University;

- (xii) Disobedience of an order to proceed on transfer or to accept a posting or of any other lawful order issued by the University Council, the Vice-Chancellor, the Registrar, the Head of Department or their representatives;
- (xiii) Failure to appear or to answer any person or body designated by the University Council, the Vice-Chancellor or the Registrar for the purpose of investigating any matter provided for, in or any case relating to this Regulation;
- (xiv) Dereliction of duties;
- (xv) General incompetence;
- (xvi) Holding multiple paid appointments;
- (xvii) Full-time studentship without permission while holding a regular appointment;
- (xviii) Sexual harassment;
- (xix) Using the office as a place for trading;
- (xx) Proselytizing;
- (xxi) political campaigning or transacting any other business other than the official one;
- (xxii) Lateness to the place of work;
- (xxiii) Falsification of age etc. shall also be treated as general misconduct.

(t) Non-Academic Staff means all staff of the University other than Academic Staff who are on CONTISS 06 and above.

(u) Promotion means an elevation to the next grade after fulfilling all requirements since last promotion/appointment.

(v) Sabbatical Leave is a period of paid leave granted staff who have accumulated a minimum of 12 semesters as approved by the University.

(w) Study Leave is a period of paid leave granted staff for academic purposes after a period of service.

(x) *Sub-Dean* means a person that assists the Dean in the administration of the Faculty or School.

(y) *Tenured Directors* means those directors appointed with a specific number of years.

(z) *University, Council and Senate* shall be as defined under the Act of the University.

3.0: THE COMMITTEES ON APPOINTMENTS AND PROMOTIONS

3.1.0: The Appointments and Promotions Committee (A & P C) for Academic Staff:

3.1.1: There shall be a Committee comprising members of Council and Senate known as the Appointments and Promotions Committee whose terms of reference shall be:

- a. To consider all matters relating to appointments, promotions and welfare of academic staff, except matters relating to the offices of the Principal Officers, provided always that the Vice-Chancellor shall have power to make temporary appointments to such posts for a period not exceeding one year, provided also that any member of staff aggrieved by a decision of the Committee may appeal to Council through the Petitions Committee, for reconsideration within twenty-one days of receipt of communication of the decision of the Committee.
- b. To make recommendations to Council and/or Senate on any matter that will be in the interest of the proper appointment and promotion of members of academic staff of the University.
- c. To report to Council from time to time.

3.1.2: The membership of the Committee shall be as follows:

- a. The Vice-Chancellor;
- b. The Deputy Vice-Chancellors;
- c. Six Representatives of Council, four of whom shall be external members;
- d. The Librarian;
- e. The Provost, College of Medicine;
- f. Deans of Faculties;
- g. One Representative of each Faculty; and
- h. The Head of Department concerned or the person deputizing, if required, will be in attendance.

3.1.3: The Vice-Chancellor or the representative shall be the Chairman of the Committee.

3.1.4: The Registrar or the representative shall be the Secretary of the Committee, but shall not be a member of the Committee.

3.1.5: The quorum of the Committee shall be fourteen members, one of whom must be a member of Council

3.1.6: If, for any reason, a vote has to be taken, the concurrence of votes of three-quarters(75 per cent) of the members of the Committee present shall be required to make a valid decision.

3.1.7: The Registrar shall, in due course, report appointments, promotions, confirmation or extension of appointments made by the Committee and such other matters as the Committee may deem necessary, to Council, and/or Senate.

3.2.0: The Appointments and Promotions Committee (A & P C) for Senior Staff (Non-Academic)

3.2.1: There shall be a standing committee of Council known as *The Appointments and Promotions Committee for Senior Staff (Non-Academic)* on CONTISS 06 and above. The Committee's terms of reference shall be:

(a) to consider appointments, promotions, and welfare of the administrative, technical and professional staff, except to the offices of the Registrar and of the Bursar; provided always that the Vice-Chancellor shall have power to make appointments to such posts for a period not exceeding one year;

(b) to make recommendations to Council on any matter that will be in the interest of the proper appointments, promotions and welfare of members of Senior Staff (Non-Academic) of the University; and

(c) to report to Council from time to time.

3.2.2: The membership of the Committee shall be as follows:

- a. The Vice-Chancellor (Chairman);
- b. The Deputy Vice-Chancellors;
- c. Five representatives of Council;
- d. The Registrar;
- e. The Bursar;
- f. The University Librarian;
- g. The Provost, College of Medicine (or the representative);
- h. The Director of Works;
- i. The Director, University Health Service;
- j. The Director of Academic Planning;
- k. The Director of Audit;
- l. And such other directors as may be appointed by Council into the membership from time to time.

3.2.3: Quorum:

Quorum for meetings shall be 50% of membership.

3.2.4: The Registrar or the representative shall also be the Secretary to the Committee.

3.3: Other Criterion for Appointments and Promotions

Appointments and promotions with regard to Academic and Non-Academic positions shall be based on merit and without prejudice to gender, race, creed or ethnic origin.

4.0: APPOINTMENTS

4.1.0: General

There is a Scheme of Service showing the career progressions and schedule of duties for the various cadres of Non-Academic Staff in the University, to which all Non-Academic Staff are entitled.

4.1.1: Subject to the provision in Regulation 3.1.1(a) relating to the making of temporary appointments by the Vice-Chancellor, vacancies on the established posts shall be advertised.

4.1.2: Possession of Higher Qualification by Non-Academic Staff

- (i) Any member of staff, who possesses a qualification higher than that required for the position for which he/she is appointed, shall not rely on that higher qualification for purposes of further appointment and promotions in the University.
- (ii) Any member of staff who obtains higher qualification in the course of employment shall not have such qualification reckoned with for purposes of further appointment and promotion except if the course of studies leading to the qualification was embarked on with due approval.

4.1.3: Disqualification for Appointment

A conviction for a criminal offence not quashed on appeal, or dismissal or termination from a previous post shall disqualify a person from being offered employment by the University. Where a member of staff is found to have deliberately withheld such information from the University, such a member of staff shall be liable to summary dismissal.

4.1.4: An officer whose appointment in the University had been terminated on grounds of misconduct shall not be re-appointed into the University service.

4.2.0: Constitution of the University Assessment and Interviewing Panel

4.2.1. There shall be constituted, in respect of each appointment, a University Assessment and Interviewing Panel that shall interview and assess candidates for appointment and make recommendations to the appropriate Appointments and Promotions Committee.

4.2.2 The University Assessment and Interviewing Panel shall consist of:

- a. The Vice-Chancellor (Chairman);
- b. Deputy Vice-Chancellors
- c. The Provost of the College of Medicine;
- d. The Dean of the Faculty concerned;
- e. The Head of Department concerned, except if the person is the candidate for interview;
- f. Two persons with knowledge of the subject or field in respect of which candidates are being assessed or interviewed; and
- g. The Registrar or the representative as Secretary.

4.2.3 Accredited agencies and institutions (for example the West African Examinations Council) may be involved in the interview, assessment and recommendation of candidates, but the responsibility and authority for making appointments shall remain vested in the University.

4.2.4 Appointment process shall normally be concluded within a period of six months after which the whole process shall terminate. Any offer of appointment duly communicated but not accepted within three months shall lapse.

4.3.0 Tenure of Appointment

(a) All first non-professorial appointments are tenable for three years in the first instance. They may be extended for specific periods, confirmed to retiring age or terminated at the discretion of Council on the recommendation of the appropriate A & P C. An extension, when granted, shall not exceed six months at the end of which the appointment will automatically lapse. Professorial appointments are tenable to retiring age.

(b) There shall be three yearly evaluation of academic proficiency (teaching and research), using the established mechanism, including student assessment of teaching, and certificate of proficiency to be signed by the Vice-Chancellor after the College or Faculty Appointments and Promotions Panel shall have carried out evaluation exercise.

(c) In the case of a non-Nigerian member of staff married to a Nigerian, such a non-Nigerian should remain on contract until granted Nigerian citizenship. Where they are not eligible for Nigerian citizenship, their contract shall be reviewed every two years and they shall be considered for upgrading by appointment after four (4) years as appropriate.

4.4.0 Incremental Date

The general incremental date of those in receipt of salaries on an incremental scale shall be October 1, provided that the salary on which increment is to be made is entered on not less than six months before October 1. This applies to regular appointments only.

4.5.0 Rights of Spouses

- (a) All persons appointed to the senior staff cadre of the University have the same conditions of service as those of any other member of the senior staff.
- (b) Where husband and wife are both employed by the University, they shall not be eligible to double entitlements, whatever the source, in relation to housing, children's allowance, medical benefits and passage allowances.
- (c) In some cases, where either the husband or the wife is employed by the University and they are in a position to claim a right or privilege, only one of them can make a claim.
- (d) The decision in (b) and (c) of this section as to which one shall make the claim is to be made by the family unit concerned and the Registrar shall be informed of the decision.
- (e) If, on medical grounds, the spouse of a member of staff is financially dependent on the other spouse (member of staff), provision may be made for passages and medical care of the spouse. Such cases are to be referred to Council through the Board of Health for consideration. An expatriate spouse married to a Nigerian has the same contractual rights, obligations and privileges as are applicable to a Nigerian member of staff, except if appointed under a specific contract.

4.6.0: Procedure and Criteria for Appointment to Academic Positions

4.6.1: Permanent Academic Staff Positions

- (a) As the need arises, Departmental Panels shall seek approval from the Vice-Chancellor to initiate processes to fill vacancies which exist in their Departments. In the College of Medicine, Departmental Panels are to seek approval for positions of Senior Lecturer and below from the Provost.
- (b) In respect of any vacancy that is to be filled, the Departmental Panel shall submit a request for advertisement stating clearly the requirements for filling the post. Then, the Registrar shall advertise accordingly.
- (c) Where a Chair is vacant, the Departmental Panel shall submit a request for advertisement stating clearly the requirements for filling the vacant Chair. Then, the Registrar shall advertise accordingly.
- (d) The Registrar shall advertise in National Newspapers and on the University website.

(e) After the closing date, the Registrar shall, on the advice of the Departmental Panel, or the Dean, when an acting Head is a candidate, prepare a list of those qualified according to the requirements stated in the advertisement.

(f) After the receipt of the applications, the Registrar shall ask the Departmental Panel in consultation with a panel of senior academic staff to organize a seminar and prepare a shortlist which shall be returned to the Registrar within fourteen days of receiving the applications by the Department.

(g) The Departmental Panel shall suggest the membership of an Interviewing and Assessment Panel and two persons with the knowledge of the subject in respect of which the candidates are being interviewed for the approval of the Vice-Chancellor (and of the Provost, for Senior Lecturer and below, in the case of the College of Medicine).

On receipt of the Vice-Chancellor's approval (with or without amendments), the Registrar, in consultation with the Departmental Panel, shall fix a suitable date for interview.

(h) Members of the Assessment and/or Interviewing Panel shall evaluate the Curriculum Vitae of persons invited for interview. The experts shall be given opportunity to evaluate the publications, before interview. All members shall be free to ask questions on the publications.

(i) The reports of the Interview Panel will be forwarded to the Vice Chancellor who will approve on behalf of the Appointments and Promotions Committee. However, in case of the College of Medicine, the reports for positions of Senior Lecturer and below will be forwarded to the Provost.

(j) The publications of those found appointable shall be forwarded to three (3) external Assessors on the recommendation of the Faculty.

(k) The reports of the external Assessors as well as the reports of Interview Panel (earlier approved by the Vice Chancellor) shall be presented to the Appointments and Promotions Committee for final determination of the appointment.

In the case of the College of Medicine, the College Appointments and Promotions Panel shall approve the reports in respect of positions of Senior Lecturer and below.

(l) As soon as possible, thereafter, the Registrar shall issue the letter of appointment in accordance with the decision of the Appointments and Promotions Committee.

(m) The Deans of Faculty shall be consulted by the Acting Heads of Department in all matters of appointments.

4.6.2: Appointment of Teaching Assistants

(a) A candidate for appointment to the post of Teaching Assistant must be a registered postgraduate student pursuing a course of study leading to a higher degree of the University.

(b) The appointment is for one year, renewable annually for a maximum of four years, subject to satisfactory report on the research programme or course examination.

- (c) The post of Teaching Assistant is not subject to confirmation.
- (d) A Teaching Assistant shall be paid honorarium subject to the approval of Council.

4.6.3: Appointment of Assistant Lecturer

Appointments to the position of Assistant Lecturer shall be made subject to the following conditions:

- (a) a candidate who has a Master's degree and evidence of registration for a Ph.D programme may be appointed Assistant Lecturer;
- (b) a candidate who is a Teaching Assistant and who has been allowed by Senate of the University to change his registration from Masters to Doctorate may be appointed Assistant Lecturer provided he has taken his degree at least two years earlier.

4.6.4: Upgrading to Lecturer II / I

- (a) An Assistant Lecturer /Lecturer II may be upgraded to Lecturer II/I on obtaining the Ph.D degree.
- (b) A candidate who has an M.Phil qualification may be upgraded to Lecturer II after a period of one year as an Assistant Lecturer.
- (c) The Faculty Appointments and Promotions Panel shall satisfy itself that the candidate is *prima facie* qualified to participate in the teaching or allied programmes of the Departments.
- (d) The decision of the Faculty Appointments and Promotions Panel in this matter shall be communicated immediately to the Registrar/ Secretary to the College as applicable, with the request that an upgrading be made. Relevant minutes of the meetings of the Faculty Appointments and Promotions Panel must be attached.

4.6.5: Part-Time Appointments (Associate, Adjunct and Honorary Lecturers)

(a) Appointment and Remuneration of Associate, Adjunct and Honorary Lecturers:

Candidates may be appointed to any of the teaching Departments of the University. The rate of remuneration for Associate/Adjunct/Honourary Lecturers shall be determined by Council on the recommendation of the Department from time to time.

(b) Duties

Candidates shall normally be involved in teaching and practical work of the Department and shall handle not more than two (2) courses or equivalent work load per semester.

(c) Qualifications

Candidates must satisfy the requirements of a University teacher. Candidates who are certified by the appropriate College/Faculty authority as possessing special expertise or professional competence that the Departments need may also be appointed Associate/Adjunct/Honourary Lecturers.

(d) Appointing Authority

The appointment of candidates shall be made in the first instance by the Vice-Chancellor/Provost on the recommendation of the Departmental Appointments and Promotions Panel and renewed annually upon the recommendation of the same Committee.

Note:

Wrongful Placement on the Salary Scale:

- (a) **Where it has been found out that a member of staff has been wrongly placed on the salary scale, the Registrar may, at any time, rectify the error.**
- (b) **Any member of staff whose salary is altered in accordance with (a) above shall be eligible to receive arrears as may be due, or may be called upon to refund any over-payment made as a result of the error.**

4.6.6: Appointment to Headship of Departments and Research Institutes

(a) Eligibility

- (i) To be eligible for appointment as a Head of Department or Director of an Institute, the member of staff must be a full Professor or an Arts Director in the Department/the Institute concerned, and must normally be holding a permanent appointment. Contract staff are not normally eligible for appointment as Heads of Department, except in special circumstances.
- (ii) Where there are no academic staff of the rank of Senior Lecturer and above in a Department, the Vice-Chancellor shall appoint a Coordinator on the recommendation of the Dean of Faculty. The Coordinator shall be under the general supervision of the Dean of the Faculty who shall act as Head of Department.

(b) Appointment of Head of Department

In appointing a Head of Department by the Vice-Chancellor, the following combinations of event shall be observed:

- i. When, in the Department, there is one Professor who has indicated interest in the position, that Professor shall be appointed as Head of Department provided that the Professor secures a majority of 'Yes' votes over 'No' votes from among members of the academic staff of the Department.

- ii. Where there are two or more Professors who have indicated interest in the position, there shall be an election among them and the candidate with majority of the votes shall be appointable.
- iii. Where there are no Professors or interested Professors in the Department the same provisions in (i) and (ii) of this clause above shall apply to Readers.
- iv. Where there are no Professors/Readers or interested Professors/Readers, the same provisions in (i) and (ii) of this clause above shall apply to Senior Lecturers.
- v. These processes outlined in (i-iv) of this clause above shall be observed at the expiration of the tenure of an incumbent Head/Ag Head of Department
- vi. At any election to validate or elect a Head/Ag. Head of Department, voting shall be by a secret ballot.
- vii. The Selection process shall follow the template as approved by Senate.
- viii The selection process shall involve all academic members of staff of the Department.
The Dean of the Faculty shall be the chairman, who shall only have a casting vote in the event of a tie between candidates
- ix The Faculty Officer shall be a returning officer.

(c) *Other Criteria for Appointing Provost, Deans, Directors, and Heads of Department/Unit*

The following criteria shall also be considered in appointing Provost, Deans, Directors, and Heads of Department/Unit:

- (A) The candidates shall:
 - (i) Express willingness to serve;
 - (ii) Submit vision and mission statements for improving the relevant academic unit;
 - (iii) Agree that performance be appraised and evaluated as stated in 4.8.0 (c) and (d) below; and
 - (iv) Agree to use the relevant Committees for decision-making in all academic, administrative and financial matters.

- (B) The candidate shall possess the following qualities:
 - (i) Be an accomplished scholar and or seasoned professional in the discipline and be able to command the respect of colleagues.
 - (ii) Have a clear vision and capacity to co-ordinate and lead other members towards accomplishing set goals.
 - (iii) Have positive qualities that can stimulate diligence and commitment in colleagues and other members of staff.

- (iv) Have effective external contacts, which can be appropriately tapped to the benefit of the unit and its individual members.
- (v) Have the capacity to mentor the younger colleagues or students.

(e) Tenure

1 Provost

The tenure of the Provost of the College Medicine shall be as provided by statute.

2 Dean

- (i) The tenure of the Dean of Faculty shall be two (2) years in the first instance and may be renewed by election for another two years.

A Professor who has served two terms consecutively shall only be eligible for election after a break of two years.

- (ii) The tenure of Acting Deanship shall be One (1) year in the first instance and may be renewed by election for another one year provided there is no eligible professor.

- (iii) If a Dean or an Acting Dean wishes to relinquish the appointment, the person shall normally give 3 months' notice to that effect.

3 Head of Department

- (i) The tenure of office of Head of Department shall be two (2) years in the first instance and may be renewed by election for another two years subject to 4.6.6.a (i) above.

A Professor who has served two terms consecutively shall only be eligible for election after a break of two years.

- (ii) The tenure of Acting Headship shall be two (2) years and no more.
- (iii) If a Head of Department or an Acting Head of Department wishes to relinquish the appointment, the person shall normally give 3 months' notice to that effect.

(f.) Process for recommending a candidate for the position of Provost/Dean/Director/ Head of Department:

- (i) The incumbent Provost/Dean/Director/ Head of Department shall commence the process of selecting the successor within three months to the expiration of the term.
- (ii) Provided that the process under item (i) of paragraph *f* of this clause shall be concluded not later than two (2) weeks to the expiration of the term of the incumbent.

4.7.0 Removal of Persons Holding Administrative Offices

4.7.1 Power of Removal

The Vice-Chancellor shall have the power to remove the Provost of the College of Medicine, Deans of Faculty, Heads of Department, and units on the recommendation of the appropriate bodies, except in cases where such appointments are made directly by the Vice-Chancellor.

4.7.2 Reasons for Removal

The Provost of the College of Medicine, Deans of Faculty, Heads of Department, and Units shall be removed from office on the basis of any or a combination of the following reasons:

- h. Gross misconduct;
 - ii. Lack of effective leadership;
 - iii. Indiscipline;
 - iv. Ill-health;
 - v. Actions/Inactions that bring the name of the Department, Faculty or University into disrepute; e.g. engaging in examination malpractices and abuse of office.
 - vi. 2/3 of Academic staff signing a petition to the Dean.
 - vii. Fraudulent claims to academic qualifications, including evidence of plagiarism;
 - viii. Involvement in fraudulent student admission practices;
 - ix. Wasteful and fraudulent use of the Department's resources;
 - x. Using his/her authority to physically and or mentally harass students and staff;
 - xi. Corruption and mismanagement;
 - xii. Refusal to carry out the responsibilities as spelt out in the appointment letter.

4.7.3 Procedure for Removal

The removal of any Provost/Dean/Head/Ag Heads of Department/unit shall be made by the Vice-Chancellor based on the following procedures:

- (i) Upon receipt of a notice of vote of no confidence passed on any of the above officers by their relevant Departmental Selection Sub-Committee, Faculty Board, Academic Staff Assembly, Board of Fellows and Board of Trustees who were involved in recommending their respective appointments.
- (ii) The charges must be specific and unambiguous.
- (iii.) The person alleged to have committed the acts of misconduct shall be given fair hearing.

4.8.0 Evaluation of Performance of Management Team

(A) Procedure for Evaluation

(a) Vice-Chancellor and Deputy Vice-Chancellors:

- (i) The Senate shall set up a Panel to organize and conduct the evaluation.

(ii) The Panel shall collate and analyze the evaluation forms and then submit the summary of its findings to the Senate for preliminary consideration and forwarding to Council for necessary actions.

(b) *The Registrar/ Bursar/University Librarian*

(i) The Congregation shall set up a Panel to organize and conduct the evaluation.

(ii) The Panel shall collate and analyze the evaluation forms and then submit the summary of its findings to the Congregation for preliminary consideration and forwarding to Council for necessary action.

(c) *The Provost and Deans*

(i) A Panel set up by the Academic Board for the Provost or in the case of Deans, the Faculty Board, shall organize the evaluation.

The evaluation forms shall be collated and analyzed by the Panel who will submit its findings to the Academic/Faculty Board for preliminary consideration and forwarding to the Senate (through the Vice-Chancellor), which will take necessary action.

(d) *Directors of Institute/Centre /Heads of Department/Unit*

(i) A Panel set up by members of the Department (academic and non-academic), Unit, Institute or Centre shall organize the evaluation of the Head or the Director.

(ii) The Panel shall collate and analyze the result of the evaluation and present it to members of the Department or Institute, and then forward it to the Dean, or to the Deputy Vice-Chancellor (Academic) in the case of Institutes/Centres/Units not directly under a Faculty or to the Vice-Chancellor/the Registrar/the Bursar/the University Librarian as the case may be.

(iii) The Deputy Vice-Chancellor (Academic), Deans, the Registrar, the Bursar, the University Librarian, as the case may be, shall forward the report along with the recommendations to the Vice-Chancellor for necessary action.

(B) *Matters for Evaluation*

The range of fundamental matters for performance evaluation and assessment for leadership qualities shall (where applicable) include the following:

- (i) Financial management;
- (ii) The conduct and process of examinations;
- (iii) Management of staff and student affairs;
- (iv) Structure of decision-making;
- (v) Extent of effective innovativeness;
- (vi) Benefits accruing to the unit during the officer's tenure;
- (vii) Cohesion in the unit vis-à-vis the number of conflicts in a year;

- (viii) Evidence of continued intellectual productivity; and
- (ix) Performance against the vision and mission statement submitted before appointment/election.

(C) Frequency of Evaluation

- (i) The evaluation for the Vice-Chancellor, the Registrar, the Bursar, the University Librarian and tenured Directors shall be at mid-term and penultimate year in office
- (ii) The evaluation for the Deputy Vice Chancellors, the Provost, Deans, Directors and Heads of Department shall be at mid-term and at the end of the tenure. The process of evaluation shall commence three (3) month to the expiration of the tenure.

- (iii) The evaluation for the Career Heads of Unit shall be on yearly basis.

Notes on Evaluation

- (a) As appropriate, a Panel constituted for assessing the performance of a leader shall send appropriate or suitably designed forms out to those who are eligible to assess him/her.
- (b) The Panel will deliberate on the submissions, and make recommendations to the appropriate body that is empowered to make final pronouncement on the matter.
- (c) All members of Staff of a unit or group shall be eligible to take part in the exercise.
- (d) A serving officer whose performance has been rated as below expectation shall be so informed in writing and be given six months to improve, failing which, the appropriate authority shall take necessary action.
- (e) A serving officer whose performance has been rated as satisfactory, shall be commended in writing by the appropriate authority.
- (f) Where a serving officer is alleged to have committed acts of gross misconduct, the officer shall be suspended immediately. Further investigation will determine whether or not the officer is to be removed.

4.9.0: INSTITUTION OF ADDITIONAL PROFESSORIAL CHAIR

- (i) When a full-fledged Department has been established, there is, *ipso facto*, the establishment of a Chair in the Department. It follows that there is in every Department of the University, at least, one established Chair. To institute additional Chairs, the criteria shall be as follows:
 - (a) Demonstrated research commitment, postgraduate development and teaching in an area much wider than the originally defined scope of the department;

- (b) The growth of undergraduate curriculum as indicated by the scope, number and variety of courses;
- (c) Items (a) and (b) above shall not, in any way, prejudice the establishment of specific Chairs that may be endowed from outside sources. Such offers of endowment shall, however, be considered in the first instance by the Academic Board of the College/Faculty Board of studies on the joint recommendation of the Head of Department concerned, the Dean of the Faculty and Provost in case of the College of Medicine.
- (d) Thereafter, it shall be referred to the Development Committee. A report shall later be made to the Appointments and Promotions Committee and an appointment made to the Chair in accordance with normal University regulations and procedures. However, appointment or promotion to the Professorial grade shall be to an established position.

5.0: PERIODIC REVIEW AND CONFIRMATION OF APPOINTMENTS

5.1.0: Academic Staff

5.1.1: All appointments to the grade of Lecturer II, Lecturer I, Senior Lecturer and Reader shall be for three years in the first instance and shall be subject to annual review within the period. The appointment may be extended for six months and no more or confirmed to retiring age at the discretion of Council.

5.1.2: Confirmation to retiring age after the initial period of three years shall be made on the following grounds:

- (i) satisfactory evidence of continuing research since appointment;
- (ii) evidence of adequate teaching ability and experience;
- (iii) membership or processing of membership of relevant professional;
- (iv) body/bodies, where applicable;
- (v) evidence of being found worthy in character; and
- (vi) medical fitness to stay on the job.

5.1.3: The Departmental Appointments and Promotions Panel and other permanent staff on grades higher than the grade of the lecturer being considered for confirmation of appointment shall carry out the assessment of the lecturer using the criteria stipulated above.

5.1.4: Appointments not confirmed at the expiratory period would mean that the services of the staff concerned are no longer needed. The affected member of staff shall accordingly be informed in writing immediately.

5.1.5 Where a person appointed as a staff in the University had been confirmed in the previous place of employment, that person shall again be expected to go through the process of confirmation of appointment.

5.1.6 Where a confirmed member of staff within the University is appointed from academic to a non-academic position or vice versa that member of staff shall again be expected to go through the process of confirmation of appointment.

5.1.7: Candidates seeking confirmation of appointment must submit their current curriculum vitae following the University guidelines for appointment/promotion of staff.

5.1.8: Assessment of each of the above five main criteria for confirmation of appointment stated in 5.1.2 shall be carried out as indicated below:

(i) Satisfactory evidence of continuing research since appointment

(a) *Published papers:*

These are papers published in Learned Journals or Refereed Proceedings of Conferences.

(b) *Papers accepted for publication:*

Candidates must attach evidence of acceptance.

(c) *Conference papers:*

These are papers presented during conferences, which may not be published.

(d) *Patents:*

These must be properly registered.

(e) *Evidence of research leading to higher academic degree:*

This is a write up of the research being conducted by the candidate (Lecturer Grade II candidates with Master's Degree) towards the award of a PhD degree.

This is to be commented upon by the candidate's supervisor(s) on the basis of quantity and quality of work done and the estimated number of semesters to complete the PhD degree.

(f) *Supervision of postgraduate projects:*

This applies to postgraduate teachers (Lecturer I and Senior Lecturer).

NB:

For Lecturer Grade II with a Master's degree and evidence of registration for the PhD degree programme, items (a-e) apply but with the highest weighting accorded to item (e).

For postgraduate lecturers (Lecturer Grade I and Senior Lecturer) and lecturers appointed on the basis of considerable professional experience, items (a), (b), (c), (d) and (f) apply.

(ii) Evidence of Adequate Teaching Ability and Experience

This is to be based on:

a. Summary of the annual outcomes of questionnaires completed by students registered in the course(s) taught by the lecturer. There must be

evidence that such outcomes have been discussed with the lecturer and the results documented; and

b. External Examiners' or Chief Examiners' reports on the course(s) examined by the lecturer. Such report(s) must be made available to the lecturer.

(iii) Evidence of Being Found Worthy in Character

This is to be assessed by the Departmental Appointments and Promotions Panel on the basis of:

- (a) Character;
- (b) Students/staff relationship;
- (c) Professional ethics;
- (d) Participation in Departmental activities and responsibilities; and
- (e) The annual review of the staff for the past three years.

(iv) Medical Fitness to Stay on the Job

This is to be determined by the Director of the University Health Service (UHS) upon conduct of appropriate medical tests. The Establishments Division shall make request to the Director for such tests with the result sent to it under a confidential cover.

5.1.8: a. A person appointed to the *Assistant Lecturer* grade shall be on probation for three years. It may be extended for another maximum of two years on grounds of satisfactory evidence of continuing research after which the appointment shall lapse.

b. Medical Research Fellows

Medical Research Fellows are members of Staff appointed into relevant institutes in the College of Medicine. The Fellows have postgraduate qualifications. Their appointments can be confirmed to retiring age.

c. Medical Research Training Fellows

Medical Research Training Fellows are members of Staff appointed into relevant institutes in the College of Medicine.

The Fellows do not have postgraduate qualifications. Their appointments cannot be confirmed.

5.1.9: For purposes of confirmation, all first academic appointments, other than those of Professors, shall be reviewed three years from the date of first appointment, regardless of whether the person concerned has in the meantime been promoted from one grade to another, appointed to a higher grade, or transferred from one department to another.

5.2.0: Non-Academic Staff

- (a) All senior non-academic staff appointments shall be reviewed annually for a period of three years from the date of first appointment for purposes of confirmation regardless of whether the person concerned has in the meantime

been promoted from one grade to another, appointed to a higher grade, or transferred from the Department to another.

(b) Temporary service of a person appointed to an established post (academic and non-academic) may count as part of a period of probation or of the initial period of tenure, provided that the temporary service is relevant.

(d) Appointments not confirmed at the expiratory period would be deemed to have lapsed and the affected staff accordingly informed in writing.

At all times, matters of confirmation for academic and non-academic staff beyond the periods stated above shall be at the discretion of Council.

Recommendations for confirmation of academic staff appointments by the Departmental Appointments and Promotions Panel should be submitted to the Faculty Promotions Panel for assessment and subsequent recommendation through the College/Faculty Appointments and Promotions Panel to the University Appointments and Promotions Committee. Similarly, the Registry Executive Committee shall submit recommendations for confirmation of senior non-academic appointments through the normal channel to Secretary to the College or Registrar as appropriate, to the relevant Committee for consideration.

5.2.1: Rules Governing Contract Appointment

A contract appointment envisages appointments for a short term.

A. Contract Appointment for Retired Staff of this University

A staff (Academic and Non-academic) who has formally retired from the University services after reaching the compulsory age of retirement may be considered for contract appointment subject to the following rules:

(a) Applications must be accompanied by medical report of fitness duly authenticated by the UHS.

(b) Notice of retirement must have been accepted before any member of staff could be recommended.

(c) There must be a resolution from the unit (with the Director of Academic Planning in attendance) for any staff being recommended for a contract appointment. Where the staff affected is the Head of the unit, the next immediate superior officer must preside over such a meeting.

(d) There must be justification for intending to retain such staff. The unit must clearly state what it stands to lose if such staff is not re-engaged.

(e) In (d) above, the following information must be provided:

- (i) Staff strength in the unit and the staff strength allowed by National Universities Commission;
 - (ii) Staff quality in the unit; and
 - (iii) Whether the unit is a hardship area or a developing unit.
- (f) Every recommendation must take cognizance of staff mix, those going on leave of absence, National Universities Commission norms, Council decisions and Government regulations.

(g) In order to remove any prejudices, Faculty Appointments and Promotions Panel or its equivalent should have input in recommendations for contract appointment.

(h) Contract appointment shall normally be for a maximum period of 5 years, renewable annually. Where a professor has served out the maximum 5 years renewable contract appointment period, the professor may be considered for further extension subject to satisfying the minimum requirement for appointment as Emeritus Professor in Regulation 5.2.2 below:

(i) Normally, contract appointments should be considered for Professors/Heads of Unit who are expected to provide leadership in the unit.

(j) Contract appointment shall not normally be given to staff who retired voluntarily.

(k) Contract appointment may be given for a maximum period of 5 years, renewable annually, to persons who had retired elsewhere.

B. Locum Appointment

A Locum is used where an essential service is necessary.

A locum enjoys privileges available to regular Staff with exception of going on leave.

Procedure:

- (i) The Head of the Unit in need of the Locum Staff shall write to the Vice-Chancellor justifying the need for such appointment and the duration.
- (ii) Upon the approval by the Vice Chancellor, same shall be forwarded through the Registrar to the Establishments office with the recommended monthly honorarium.
- (iii) The honorarium shall be paid from the Departmental vote.
The Establishments office shall issue the appointment letter and forward a copy of the letter to the Bursar for payment of the approved monthly honorarium.
- (iv) The appointment can be terminated on or before the expiry date or renewed on the expiry date of the appointment, subject to the recommendations of the Head of the Unit and approval by the Vice- Chancellor.

C. Contract Appointment of Staff for Grant purposes

Terms and Conditions of Employment under this sub-head shall be strictly based on the Grant agreement.

D. Contract Appointment of Staff employed from outside this University

Terms and Conditions of Employment under this sub-head shall be strictly based on the letters of appointment.

5.2.2: Guidelines for the Appointment and Evaluation of Emeritus Professors

The appointment of Emeritus Professor is for life.

5.2.2.1 Expectations

Emeritus Professors will be expected to offer leadership in the Department/Faculty by:

- i. Teaching at least one postgraduate course or teaching special topics in a number of courses;
- ii. Supervising at least one doctoral student or serving on the supervisory committee;
- iii. Giving postgraduate seminar, preferably one in a session.
- iv. Mentoring of younger academics.
- v. Attracting research grants or collaborating with colleagues nationally and internationally on funded research.

5.2.2.2 Guidelines for the Appointment of Emeritus Professors

A. Procedure for Nomination:

- i. Each Faculty Board/Board of Institute may make nominations during the first semester of the session.
- ii. Each Faculty should ensure that applications fully comply with the guidelines and criteria for assessment before forwarding such applications to the Special Committee for the appointment of Emeritus Professors.

- iii. Nominations shall be forwarded to the Special Committee comprising representative of a Professorial rank from each Faculty/Institute.
- iv. The Vice-Chancellor shall be the Chairman of the Committee.

B. Criteria for award of Emeritus Professors

a. General:

- i) The total number of awards should not exceed 15% of the total number of Professors in the University.
- ii) The candidate recommended for award must have attained the statutory retiring age.
- iii) To be eligible for an award, the candidate must have left the service of the University.
- iv) Only persons who have been Professors for at least 15 years, at least 10 of which must have been spent as a Professor of this University, must be recommended for award.
- v) Appointment of Emeritus Professors shall be made biennially provided there are vacancies.
- vi) Criteria for appointment shall include supervision and teaching of students especially postgraduate students.
- vii) Determination of international/learned journals and media should be done by the Faculty, in accordance with the subsisting Appointments and Promotions Guidelines for academic staff

b. Publications:

- i) At least 20% of all publications must have been published in International Journals as defined by the Faculty, using the subsisting Appointments and Promotions Guidelines for academic staff.
- ii) At least 40% of the publications must have been published after the candidate's promotion to the grade of Professor.

c. Grants/Benefits

i) Candidates must have attracted substantial verifiable grants and benefits to the University and/or be involved in research with international collaborators. Candidates should, therefore, support claims with documentations.

ii) Candidates must submit a programme of their future academic activities for the first 5 years of their appointment including their strategies to attract further grants to the University.

iii) To be considered appointable, candidates must have a minimum of 70% overall score and they will be ranked for selection purposes. They must also satisfy all the criteria.

The scoring template for the appointment of Emeritus Professor is attached as Appendix 1

5.3.0: DETERMINATION OF APPOINTMENT

Determination of appointment includes resignation, withdrawal of services and voluntary retirement

A. ACADEMIC STAFF

5.3.1: Professorial Cadre

A Professor/Reader shall not terminate the appointment other than at the end of a current academic year after having given to Council through the Head of Department, Dean and Provost, (where applicable) six months' notice in writing of the intention to do so, or pay 6 months' salaries in lieu, unless the consent in writing of Council be otherwise obtained.

5.3.2: Academic Staff (other than Professorial Cadre)

A Lecturer shall not terminate the appointment other than at the end of a current academic year and after having given to Council through the Head of Department, Dean and Provost, (where applicable) three months' notice in writing of the intention to do so, or pay 3 months' salaries in lieu, unless the consent in writing of Council be otherwise obtained.

5.3.3: Temporary Appointments

- (i) Requests for temporary appointments shall be accompanied by advertisement for the position(s).
- (ii) Where the appointment is for one year, it may be terminated in writing by either party through the Head of unit, Dean and Provost, (where applicable) at any time during this period by one month's notice, unless otherwise stated in the letter of appointment.
- (iii) Temporary appointments shall ordinarily be for one year.

5.3.4: Post-Doctoral Research Fellowship

The appointment is normally tenable for a maximum of three years, subject to annual review and may be similarly terminated at any time during this period by three months' notice in writing.

5.3.5: Medical Research Fellowship

The appointments are tenable for one year at a time, subject to a maximum of three years and annual review, and may be similarly terminated at any time during this period by one month's notice in writing.

5.3.6: Non-Academic Staff (other than the Registrar)

A non-academic staff shall not terminate the appointment except by three months' notice in writing through the Head of unit and the Registrar to the Council or pay three months' salaries in lieu of notice.

5.4.0: STAFF STRUCTURE

5.4.1: Criteria for Determining Seniority

The date of promotion to a given cadre shall normally be the criterion for determining seniority. Where the date of promotion to a given cadre is the same, the date of appointment shall be used in determining seniority.

5.4.2: Administrative Order of Precedence

Where the ViceChancellor is away from the University, the Deputy Vice Chancellor (Administration) shall act, and in his/her absence the Deputy Vice Chancellor (Academic) shall act. Also, in the absence of the Deputy Vice Chancellor (Academic), the Deputy Vice Chancellor (Research, Innovation & Strategic Partnership) shall act. Where the above mentioned officers are absent, the Provost shall act. The Deans shall act in order of seniority of the Faculties, if the Provost is not available.

6.0: PROMOTIONS (ACADEMIC STAFF)

6.1.0 Regulations and Guidelines

Promotions of Academic Staff in the University shall be in accordance with the Regulations and Guidelines of Promotions for Academic Staff attached as Appendix 3 to this Handbook or any other such regulations and guidelines as the University Appointments and Promotions Committee for Academic staff may from time to time publish.

7.0: PROMOTIONS: NON-ACADEMIC STAFF

There shall be a mandatory annual appraisal of all staff, which shall be taken into account during promotions exercise.

7.1.0: Normal Promotion:

This shall be a promotion to the next grade after serving the prescribed minimum number of years since the last promotion or appointment.

7.1.2: A candidate for normal promotion to the next grade shall be assessed on the following criteria:

- (a) increased responsibility;
- (b) marked efficiency and High level of performance;
- (c) General ability;
- (d) disposition/attitude to work;
- (e) initiative;
- (f) personal integrity;
- (g) experience; and
- (h) additional academic/professional qualification since last appointment /promotion/ upgrading.

7.1.3 Promotion to established positions after certain level should be subject to some form of examination or test of skills with other approved criteria as it obtains in other arms of the public service.

Subject to review by the Appointments and Promotions Committee for Senior Staff (Non-Academic), the following shall be considered as the required minimum number of years of experience without prejudice to such other cadres as may from time to time be listed in the Scheme of Service:

7.1.4: Executive Cadre

CONTISS 6-7	-	3 years
CONTISS 7-9	-	3 years
CONTISS 9-11	-	4 years
CONTISS 11-12	-	4 years
CONTISS 12-13	-	4 years

7.1.5: Administrative Staff Cadre

CONTISS 8-9	-	3 years
CONTISS 9-11	-	4 years
CONTISS 11-13	-	4 years

7.1.6: Technical Staff Cadre

CONTISS 6-7	-	3 years
CONTISS 7-8	-	3 years
CONTISS 8-9	-	3 years
CONTISS 9-11	-	4 years
CONTISS 11-12	-	4 years
CONTISS 12-13	-	4 years

7.1.7: Medical Officer Cadre

CONMESS 2-3	-	4 years
CONMESS 3-4	-	4 years
CONMESS 4-5	-	4 years
CONMESS 5-6	-	4 years (Plus 19 Years cognate experience)
CONMESS 6-7	-	4 years (Plus 23 Years cognate experience)

7.1.8: Qualifications

A candidate recommended for promotion to a higher grade must possess the qualifications and experience for that post as shown in the scheme of service.

7.2.0: Representation

7.2.1 Individual Representation for Promotion (I.R.P.)

The Committee will normally consider only recommendations put forward and supported by the appropriate Departmental Committee.

It shall be in order, however, for a member of staff, not recommended for promotion, to forward a statement of the case through the appropriate Departmental Committee to the Secretary, Appointments and Promotions Committee for Senior Staff (Non-Academic), setting out the claims to be considered for promotion.

7.2.2 Procedure for Making Representation Arising from Promotions Exercise

Representation shall be made in the first instance to the appropriate Departmental Committee concerned, and if there is still need, through the appropriate Departmental Committee to the Secretary Appointments and Promotions Committee for Senior Staff (Non-Academic who shall refer the matter to the Committee.

Where the issue above is not resolved by the Committee, further appeal may be made directly to the Council through the Registrar.

Petitions shall be submitted within one month of receiving notification of non-approval of the promotions from the Deputy Registrar Establishments (Non-Academic).

7.2.3 Vacancies in the posts on CONTISS 14 and above or their equivalents shall normally be filled by appointments only.

7.2.4 Point of Entry into Scale on Promotion

Any staff promoted from one grade level to another should enter the higher scale at a point that gives a minimum advantage in salary.

For the purposes of promotion, reference shall be made to the prevailing Scheme of Service.

8.0: DISCIPLINE

8.1.0: SENIOR STAFF DISCIPLINARY COMMITTEE

8.1.1: Membership

The Vice-Chancellor - Chairman

The Deputy Vice-Chancellors

The Registrar

The Provost, College of Medicine

Two Council Representatives

Two Senate Representatives

One Congregation Representative

The Dean/Director/Head of the Unit of the member of staff concerned, except in a case where such an officer is the member of staff whose conduct is under investigation or the officer is considered connected with the matter under investigation

Two or more co-opted members where necessary

Secretary: The Registrar's nominee.

In Attendance:

The Bursar

Director, University Health Services

The Legal Officer

University Solicitor

The Deputy Registrar Establishments (Academic Staff)

The Deputy Registrar Establishments (Non Academic Staff)

8.1.2: Terms of Reference

The terms of reference of the Committee are:

- (i) to investigate and consider all disciplinary cases involving all senior members of staff of the University except the Vice Chancellor;
- (ii) to make recommendations to the Council with respect to all disciplinary cases before it and on any matter that will be in the interest of the proper discipline of members of staff of the University;
- (iii) to make report to the Council from time to time;
- (iv) any disciplinary case against the Vice Chancellor shall be referred to and considered by a special Committee of Council and Senate.

8.1.3. Tenure of Office

Elected members shall hold office for one year in the first instance, renewable for another period of one year, but no elected member shall serve for more than a total period of six years.

Co-opted members shall hold office for a period of 5 years renewable for another period of 5 years and no more.

8.2.0: Disciplinary Procedure

8.2.1 *Modus Operandi* of the Committee

The following procedure shall be adopted:

A. Staff Discipline

All issues relating to discipline may be initiated from the Heads of unit.

- (i) Disciplinary issues shall be reported ultimately to the Vice-Chancellor or his delegate where he is absent through the Registrar or the designate or directly to the Vice-Chancellor's office, with the Registrar being copied.
- (ii) The Vice-Chancellor, on behalf of Council, may act by directing that comments be invited from the concerned staff through the Registrar or the latter's designate for appropriate action.
- (iii) Where the comments have been received, same shall be tabled before the Committee which shall consider whether it is deserving of further steps or not. The Vice-Chancellor may act on behalf of the Committee and shall report to the Committee accordingly.
- (iv) Where it is deserving of further process, the appropriate disciplinary Committee may immediately deal with same by inviting the staff concerned to defend himself/herself on the allegation(s) prior to the making of recommendations as appropriate to Council for final determination.
- (v) In appropriate cases, the Committee may forward the documentation of any staff concerned to any of its Panel for further investigation of a matter where such cannot be taken directly by the Committee. In such an instance, the staff concerned and all other persons who are directly or remotely connected shall be invited to assist in the investigation, as it deems fit.
- (vi) In all instances, such Panels are free to co-opt members where necessary and call for documentation relevant and valuable to the investigation. A report shall be made available to the Committee for necessary

steps. The steps may include inviting the concerned staff and other relevant persons.

(vii) The Committee shall be empowered to make recommendations to the Council for the final determination of all matters as concerning each staff on discipline.

(viii) It shall be relevant and important for the Council to consider all other additional information and facts presented by each staff concerned after appearing before the Committee.

(ix) In such cases, the concerned staff may be invited by Council in accordance with the Act for oral comments where the written comments are not sufficient and the appropriate Committee of the Council will handle it and make recommendations accordingly.

B. Procedure for Staff Complaints

Cases of complaints by members of Staff shall be reported through the Head of unit to the Registrar who will take appropriate action

(a) **Tape Recording/Verbatim Report**

The Panel appointed to carry out an investigation should feel free to use any lawful means at its disposal to ascertain the facts of the situation. It must obtain written reports and may interview the accused person(s), the complainant(s), the eye-witnesses and other persons who can help the Panel (depending, of course, on the nature of the case). These will ensure that investigations are thorough and that missing links in written allegations and written self-defence are identified and taken into account.

(b) **Open Hearing**

Open Hearing can be allowed by the Committee, if found necessary.

8.2.6: Failure to Appear before the Senior Staff Disciplinary Committee

Failure to appear before the Senior Staff Disciplinary Committee (SSDC) and or its Panel shall attract suspension from duty without pay until the affected member of staff appears before it.

8.2.7: Dissemination of Information

Since cases of disciplinary nature are delicate and sensitive, the recommendations of the Committee should not be publicized to the University Community, so that the persons concerned may not feel that their public image is being damaged unnecessarily through undue publicity. This is without prejudice to Council giving information to the University Community in respect of cases that demand such publicity.

8.2.8: Frequency of Meetings

The Committee shall normally meet every month and the dates of the meeting shall be publicized without prejudice, to special meetings being held, if and when occasions demand.

8.2.9: Gradation of Sanctions

The Committee's disciplinary measures shall be ranked according to the nature, rampancy, previous record of the offender and the gravity of the misconduct.

- (i) Verbal reprimand
- (ii) Serious reprimand (in writing);
- (iii) Specific punitive measure, e.g.
 - (a) Loss of annual increment for a specified period;
 - (b) Delay of promotion/appointment for a specified period;
 - (c) Loss of headship or other administrative position of honour and responsibility for a specified period;
 - (d) Deferment of confirmation of appointment for a specified period; and
 - (e) Surcharge
- (iii) Suspension without pay for a specified period;
- (iv) Forced resignation (non-compliance with this option leads to (v)).
- (v) Termination of appointment/contract appointment.
- (vi) Demotion and termination, where termination alone is not considered adequate punishment
- (vii) Dismissal (applicable in case of gross misconduct including conviction by a court of law); this shall follow the processes laid down in the University of Ibadan Act.

8.3.0 Effect of Disciplinary Measure on Promotion

Pronouncement of discipline under b, c and e above shall attract loss of promotion for one year.

8.3.1 Interdiction:

- (a) When a member of staff has been charged with a criminal offence, whether or not connected with the University, the Registrar may interdict the staff from the duties forthwith.
- (b) Formal notice of interdiction shall be given to the member of staff concerned in writing. The notice shall state the date from which the interdiction takes effect, and the reasons for such interdiction;
- (c) Where a member of staff has been interdicted, such a member of staff shall be entitled to receive half of the salary.
- (d) A member of staff who is under interdiction shall be required to hand over any property of the University in his/her charge to such a person as the Head of Department shall order and such an interdicted member of staff shall be forbidden to carry on the duties and to visit the place of work except with the express permission of the Registrar.
- (e) Where a member of staff under interdiction is found not guilty of all charges, such shall be reinstated and shall receive the balance of the salary for the whole period of the interdiction. Council may, however, following the due

process review the circumstances of each case with a view to determining the desirability of the continuation of service of staff concerned in the University. If it is found undesirable that the member of staff should continue in the service of the University, the appointment may be terminated forthwith from the service of the University.

8.3.2: Suspension

- (a) Whenever, in the opinion of a Head of unit, misconduct which is of such a nature as not to warrant dismissal has been committed by an member of staff, the Head of unit concerned may recommend to the Registrar that the member of staff be suspended without pay for a specific period of not more than 3-months in the first instance.
- (b) Whenever in the opinion of the Registrar, a *prima facie* case of misconduct has been made against a member of staff and it is necessary to investigate the matter further with a view to determining the guilt or the appropriate disciplinary action, the member of staff may be suspended pending the determination of the case. Thereafter, the matter shall be referred to the Senior Staff Disciplinary Committee.
- (c) When amember of staff has been suspended, the member of staff shall thereupon be forbidden to carry on duties and to visit the place of work without the express permission of the Registrar. The member of staff may also be called upon to hand over any uniform, Account Books and Records, and any other property of the University
- (d) The Registrar or the designate shall convey notice of suspension to the member of staff concerned in writing on behalf of Council.
- (e) Where the member of staff concerned is eventually found not guilty of the misconduct, all withheld salary shall be paid.

9.0: ACCOMMODATION

9.1.0: Senior Staff Housing Committee

There shall be a Senior Staff Housing Committee to deal with senior staff accommodation matters.

9.1.1: Membership

Chairman (appointed by Council)

The Registrar

The Librarian

The Director of Works

The Director of Physical Planning

The Director of University Health Services

Estate Officer

Two Council Representatives

One Representative of Senate

One Representative of Congregation

One Representative each from the recognized Trade Unions

Secretary – Registrar’s nominee

9.1.2: Mode of Allocation

- (a) Allocation is based on when application was made (first come first served). The type of quarters to which each Senior Staff is qualified is based on rank as follows:

Rank	Type of Quarters
CONTISS 6/CONUASS 2 (& above)	1 bedroom Chalet/Flatlet/Hall Flat
CONTISS 8/CONUASS 3 (& above)	2 Bed Flat/2 bedroom Chalet
CONTISS 11/CONUASS 4 (& above)	3 Bed Flat/ 2 bedroom bungalow
CONTISS 12/CONUASS 5 (& above)	3 bedroom bungalow
Professorial/Equivalent Cadre	Duplex

- (b) A family in which both spouses are employed by the University is not eligible to double entitlements, in relation to housing except in special circumstances.
- (c) In cases where both spouses are each in a position to claim a right or privilege, only one of them can make a claim and the decision as to which one shall make the claim is to be made by the family unit concerned and the Registrar informed of the decision in writing.
- (d) Where spouses are both member of staff of the University, their housing allowance shall not be regarded as a joint entitlement, but shall be assessed according to the status of one or other of the spouses.
- (e) When the spouse in respect of whom the allocation has been made leaves the services of the University or dies, that allocation shall be deemed to have lapsed. In that case the spouse remaining in the services of the University shall have his or her housing entitlement assessed according to the status and shall be allocated suitable accommodation on that basis. Provided that the spouse would be allowed to remain in that accommodation until a suitable one is made available
- (f) A member of Staff given a fresh allocation shall take occupation within four weeks.
- (g) Any allottee who is unable to take occupation within four weeks shall notify the Senior Staff Housing Committee in writing of the reason(s) for such delay.
- (h) The deduction of rent for the accommodation shall commence from the date of occupation.
- (i) In the event that a member of Staff willfully fails to occupy the accommodation within four weeks, deduction of rent shall commence immediately.
- (j) Any member of Staff who fails to physically occupy the allocated accommodation within three months of allocation shall have such allocation revoked.
- (k) Such a member of Staff in (j) above shall not be eligible for any allocation until after two (2) years.

9.1.3: Change of Accommodation

- (i) A member of Staff shall be qualified for change of accommodation having stayed in the present accommodation for at least two years.
- (ii) Members of staff wishing to change accommodation may complete an application form obtainable from the Estate Office. A list of applicants compiled in order of date of the submission of application is kept up to date and presented to the Senior Staff Housing Committee at its meetings which are normally held bimonthly. When quarters such as are applied for are available, every applicant's claim is considered and all unsuccessful applications are carried over to the next meeting.
- (iii) The Senior Staff Housing Committee first inspects the house/flat of a member of staff who is about to be considered for a change of accommodation. If the house/flat is found to be in a bad state, the occupant (not the new allottee) shall be made to carry out the repair before the application for change shall be considered.
- (iv) Any occupant who fails to comply with (iii) above shall not be considered for a change of accommodation.
- (v) Members of staff for whom change of accommodation has been granted shall be required to take occupation of the new allocation within four weeks of the date of allocation.
- (vi) If for any reason such an allottee cannot take occupation within the specified period, the allottee must inform the Senior Staff Housing Committee in writing of the reason(s) for such a delay.
- (vii) Any member of staff who fails to comply with the above shall have the new allocation revoked.
- (viii) Such an occupant in (vii) above who holds on to the keys of both old and new allocations shall pay the rent of the old accommodation and be surcharged a levy of two thousand (N2,000) naira par day or as may be determined from time to time by Council on the new allocation
- (ix) Information is available in the Estate Office on the current housing position. The current list of applications for change of accommodation is also available in the same office.

9.1.4 Rejection of Accommodation

Any member of Staff who rejects an allocation without verifiable reason(s) shall forfeit the position on the list.

9.1.5: Prohibition of Sub-letting

Members of staff are not permitted, under any circumstances, to sublet University houses/flats. Any staff who violates this regulation shall be reported to the Senior Staff Disciplinary Committee for appropriate sanctions. A member of staff going on leave for not more than a year may make the house/flat available for temporary allocation by the Senior Staff Housing Committee. In such cases, the occupant may lock the property in one room and pays no rent. A house/flat intended for the above purpose must first of all be inspected and certified by the Director of Works as suitable for temporary occupation, unless it is considered due for renovation. If a

house/flat is found to be in a bad state and there is the need for renovation by the University, the cost of renovation will be charged to the account of the occupant. If the occupant does not agree to this condition, the house/flat will not be suitable for the above purpose and full rent shall be paid by the occupant.

Where a house/flat is temporarily occupied, the temporary occupant will be responsible for any repair or damage during the temporary occupancy.

9.1.6: Swapping of Houses/Flats

Members of staff are not permitted under any circumstances to swap houses or flats. The Senior Staff Housing Committee must approve of any change of accommodation and all keys must be handed over to the Estate Office.

9.2.0: Vacation of Quarters

9.2.1: Retiring Staff

- (i) Senior Staff retiring from the University shall normally be expected to vacate the University quarters, if they are occupying any, not later than the date of retirement.
- (ii) Any retiring staff who stays in the University quarters beyond the stipulated date shall be legally ejected and be surcharged the sum of two thousand naira (₦2,000) per day or as Council may determine from time to time for the period of the illegal occupation.
- (iii) Where a Senior Staff is retiring, copies of the notification of retirement shall be sent to the Housing Committee and the Legal unit by the Establishments Division.
- (iv) Where the Legal Unit is informed by the Establishments Division of the retirement, the Unit shall then issue the statutory notice to quit to the retiring staff, which notice shall coincide with the date of retirement.
- (v) A retired Senior Staff given contract appointment is not entitled to accommodation.

9.2.2: Dismissal, Lapsed and Terminated Appointments

Member of Staff who are dismissed or whose appointments are terminated shall not be covered by the preceding rules, but shall be subjected to the stipulated conditions in the letter given to them by the University, with a quit notice of one month only.

9.2.3: Prolonged Absence/Study Leave without Pay

- (i) Any member of staff on study leave without pay must make suitable arrangement for paying the rent as and when due. Defaulters shall be legally ejected.
- (ii) Except in special circumstances, no member of staff, who is away from the University for whatever reason, shall keep the house/flat indefinitely. After a maximum period of THREE (3) years, the house shall revert to the Senior Staff Housing Committee for fresh allocation. Where an allottee is uncooperative, the place shall legally be repossessed.

9.2.4: Resignation

i. A member of staff who resigns from the University must vacate the quarters not later than the day on which the resignation expires.

(iii) Any staff who resigns and stays in the University quarters beyond the date the resignation becomes effective shall be legally ejected and be surcharged the sum of two thousand naira (₦2,000) per day or as Council may determine from time to time for the period of the illegal occupation .

(iv) In special circumstances, the Vice-Chancellor, on the advice of the Senior Staff Housing Committee, may approve an extension of occupancy for a period not exceeding three months.

9.2.5: **Transfer of Unoccupied Accommodation**

(i) Houses are allocated to members of staff on the understanding that they wish to reside in the houses/flats.

(ii) Any staff who refuses to take up the accommodation or decides to leave the place physically unoccupied or transfers the same to a person(s) unapproved by the Senior Staff Housing Committee shall have the allocation revoked, and the place shall be legally repossessed by the University.

9.2.6: **Widows and Widowers**

(i) Widows and widowers of members of staff who die in service shall expectedly be given courtesy and assistance in bearing their grief.

(ii) They will, however, not be permitted to remain in University quarters after one year of the death of their spouses.

9.2.7 **Cleaning of Surroundings**

(i) Member of Staff who reside on campus are expected to keep their surroundings clean at all times.

(ii) Member of Staff who live in blocks of flats should arrive at an agreement on modalities for cleaning their premises.

(iii) No Member of staff is exempted from joining others in arriving at a consensus on cleaning their blocks.

(iv) Failure to comply shall attract stiff sanctions.

9.3.0: **Rules Governing Special Allocations**

In special cases, the Chairman is empowered to make executive allocations temporarily, subject to ratification by the Committee at its next meeting.

9.3.1 Allocations made by the Committee are governed by the following rules:

(i) Any member of staff who is found to have given false information or adjudged to have misled the Committee, will have the name struck off from the list of applicants for housing for two (2) years.

(ii) A staff to whom a house/flat is allocated shall be required to enter into an agreement with the University.

9.3.2: Executive allocations are governed by the following rules:

(i) Allocations must be limited to two-bedroom flats, flatlets, and chalets.

(ii) The list of applicants for houses or flats should be considered before any allocation is made, and the system of allocation currently adopted by the Committee should be followed.

9.3.3: **Houses for Principal Officers**

Specific houses earmarked for the following principal officers shall not be allocated to any other person by the Senior Staff Housing Committee.

- Vice-Chancellor
- Deputy Vice-Chancellor(s)
- Registrar
- Bursar
- University Librarian

Where such houses are vacant, they shall revert to the Vice-Chancellor's pool until the designated Officer occupies them.

9.4.0: **Enquiries on Housing Matter**

The Secretary of the Committee will be available for consultation during office hours. Routine enquiries regarding the availability of housing may be made at the Estate Office.

9.5.0: **Rent**

The rent payable shall be determined periodically by Council on the recommendations of the Senior Staff Housing Committee.

10.0: LEAVE

Periods spent on study leave, study fellowships, sick leave or leave of absence shall not be leave-earning. A Fellowship lasting for one year or more than one year will be considered to use up any leave-earned for that year but not taken before the Fellowship began.

Any member of staff who had utilized the leave before taking up the fellowship shall forfeit the leave entitlement for the following year

10.0.(A) Vacation/Annual Leave

10.0.(A)1. Academic Staff

- (i) Members of the academic staff are entitled to an annual leave of thirty (30) working days and twenty-six (26) working days of research leave within the year.
- (ii) Research leave shall not be deferred
- (iii) Members of the academic staff are free to take their leave during the long vacation or at any other time during the year as may be convenient for the Department, provided that any leave not taken by 31st January of the following year without approval of the appropriate authority as provided in 10.0. (A)1 shall be deemed forfeited.

(iv) For leave purposes, the long vacation shall be deemed to last for thirty (30) working days for every member of the academic staff.

(v) Deans of Faculty and Heads of Department/Unit may, where necessary, be allowed for the duration of their term, to take their annual leave at the convenience of their faculties or departments/units during the year;

(vi) The College of Medicine and the Faculty of Veterinary Medicine shall work out their programmes in such a way that every member of staff will take their leave during the year, but with adequate provisions for clinical services;

(vii) Deferment of leave till retirement shall normally not be allowed, but on the recommendation of the Head of the Department, short-term postponement could be considered by the Vice-Chancellor.

10.1 Pro-Rata Leave

Leave in the first year of regular appointment shall be pro-rata for six months or over, if taken during the calendar year within which the date of taking up duty falls. Service of less than six months within the first calendar year of appointment shall not qualify for leave. The same rule shall apply during the last year of service.

10.2. Deferment of Leave

(i) Leave or any part thereof shall not be carried forward from one calendar year to the next, otherwise it shall be forfeited.

(ii) In exceptional circumstances, and where exigencies of service demand that a member of staff cannot proceed on annual leave during the leave year, an application for short-term postponement of the leave may be considered by the Vice-Chancellor, upon the recommendations of the Head of the Unit concerned.

(iii.) All accumulated leave shall be taken before retirement.

(iv.) Any leave not taken as at the effective date of retirement shall be deemed forfeited.

10.3 Annual Leave Year

The leave year runs from January to January of the following year. All staff shall commence their annual leave not later than the month of December of the calendar year in which the leave falls, provided that the full leave entitlement of a staff is exhausted before 31st January of the following calendar year to avoid forfeiture of the leave.

10.0.(A).2.Non-Academic Staff

(i) Members of the non-academic staff on CONTISS 6 and above shall take their annual leave at the discretion of their Heads of unit and upon the approval of the Registrar.

(ii) The duration of the leave shall be thirty (30) working days or as may be approved by the Council from time to time.

- (iii.) Heads of unit should ensure that members of Staff utilize their leave during the annual leave year through internal arrangement.

10.3 Pro-Rata Leave

Leave in the first year of regular appointment shall be pro-rata for six months or over, if taken during the calendar year within which the date of taking up duty falls. Service of less than six months within the first calendar year of appointment shall not qualify for leave. The same rule shall apply during the last year of service.

10.4 Deferment of Leave

- (i) Leave or any part thereof shall not be carried forward from one calendar year to the next, otherwise it shall be forfeited.
- (ii) In exceptional circumstances, and where exigencies of service demand that a member of staff cannot proceed on annual leave during the leave year, an application for short-term postponement of the leave may be considered by the Vice-Chancellor, upon the recommendation of the Head of unit concerned.
 - (iv) All accumulated leave shall be taken before retirement.
 - (v) Any leave not taken as at the effective date of retirement shall be deemed forfeited.

10.5 Annual Leave Year

The leave year runs from January to January of the following year.

All staff shall commence their annual leave not later than the month of December of the calendar year in which the leave falls, provided that the full leave entitlement of a staff is exhausted before 31st January of the following calendar year to avoid forfeiture of the leave.

10.0. (B). Leave for Temporary Staff

Leave for temporary staff shall be defined in their terms of appointment.

10.6 Absence outside the Annual Leave Period

- (i) All Principal Officers, Provost/Deans of Faculty and Directors of Institute shall seek the Vice-Chancellor's approval in writing whenever they have good reasons to be absent from the University for periods exceeding 3 days.
- (ii) The Provost/Dean may, on behalf of the Vice Chancellor, grant leave to any academic staff who wishes to be away from the University, on good grounds, not exceeding a cumulative period of one month in a year.
- (iii) Any absence of more than one month cumulative shall be referred to the Vice-Chancellor.
- (iv) At all instances the forgoing approvals shall have referral to the Establishments Division.

10.0. (C.) Maternity Leave

- (i) Any pregnant female member of staff is entitled to sixteen (16) week maternity leave with pay.
- (ii) The maternity leave must begin no later than four (4) weeks from the Expected Date of Delivery (EDD).
- (iii) The member of staff must present a medical certificate indicating the EDD, not less than two (2) months before that day.
- (iv) The annual leave for that year will, however, be regarded as part of the maternity leave; and where the annual leave has been utilized during that leave year, part of the maternity leave equivalent to the leave year shall be without pay.
- (v) The provision in paragraph (i) applies to any female member of staff who adopts a child who is less than 12 weeks old.
- (vi) The provision in paragraph (vi) shall also apply to any female staff who has adopted a child not older than 9 months. Any female staff who is nursing a child shall be granted two (2) hours off-duty every day. This facility shall be granted up to a maximum period of six (6) months from the date she resumes duty from maternity leave.
- (vii) The provision in paragraph (vi) shall also apply to any female staff who has adopted a child who is not more than nine (9) months old, provided that the period of nursing motherhood shall only be granted up till the child is nine (9) months old.

10.0 (D.) Sick Leave

- (i) A member of staff not being on leave of absence, but is absent from duty on the ground of ill-health, shall be regarded as absent on sick leave, provided such absence is covered by a sick report from a registered Medical Officer working with an accredited Health Maintenance Organisation (HMO) under the National Health Insurance Scheme (NHIS) for non-UHS Staff enrollees or any Government Medical Officer and duly certified by the Director, University Health Services.
- (ii) A member of staff on annual leave, who is prevented from resuming duty at the expiration of the authorized leave by reason of ill-health and presents a medical report from any recognised hospital and duly certified by the Director, University Health Services may be granted an extension of leave.
- (iii.) The maximum aggregate period of sick leave that can be allowed a member of staff, who is not hospitalized, during any period of twelve (12) months shall be six (6) weeks.
- (vi) Where such a member of staff has been absent from duty on the ground of ill-health for an aggregate period in excess of six (6) weeks within twelve (12) months, such a staff shall be made to appear before the Medical Board duly constituted by the Board of Health to ascertain whether he/she should be invalidated out of the University services. Any period of absence on the ground of ill-health, in excess of the prescribed aggregate period, shall be without pay and will not be reckoned for purpose of increment or pension.
- (vii) A member of staff, who is incapacitated as a result of injury sustained in the actual course of the official duties, shall be entitled to draw

full salary until he/she is declared fit to return to duty or permanently invalidated.

(viii) A member of staff who is recommended by the Medical Board to be permanently invalidated will forthwith commence terminal leave, if any, prior to retirement in accordance with the Pension Act

(ix) A hospitalized member of staff may be allowed six calendar months with full pay in the first instance, subject to extension for another six months. Thereafter, arrangements should be made for the member of staff to appear before the Medical Board that shall determine if he/she should be invalidated from the service or be allowed further sick leave.

10.0 (E). Leave of Absence

Generally, leave of absence is without pay. There are three categories of leave of absence:

- (a) Leave of absence granted staff in order to take up public, academic, national and international appointments.
- (b) Leave of absence granted staff to pursue academic/professional courses (but not a basic course such as OND, HND and First degree).
- (c) Leave of absence granted for other reasons.

Regulations on Leave of Absence

11.0 (E) 1.Academic Staff

Leave of Absence shall be subject to an annual renewal.

- i. An application for leave of absence shall not normally be granted in order to enable the applicant take up an academic appointment elsewhere.
- ii. Leave of absence may, however, be granted for one year in the first instance to members of academic staff invited to develop new programme in Nigerian Universities.
- iii. A further extension of not more than one year may be considered thereafter.
- iv. A member of staff taking a full year leave of absence shall not be entitled to increment in respect of the year concerned, except in a case where the work undertaken during the leave of absence is considered to be of benefit to the department concerned.

Leave of absence can only be granted on the recommendations of the Departmental Appointments and Promotions Panel to the approving authority.

- (i) The University may grant not more than three (3) years leave of absence to members of staff who seek to take up other full time public appointment.
- (ii) Members of staff who wish to continue such appointments after the three years will be required to transfer their services to their new employers, but they are free to transfer their services back to the University, if they wish to return to the University, subject to vacancies.

- (iii) Members of staff invited for International, National, State, Local Government, etc. service shall only be granted leave of absence on tenure basis. In cases where such staff gets extension of service, approval can only be granted where there is are justifications from the staff and the Department for continued absence.
- (iv) Leave of absence shall be granted to members of staff for one year only in the first instance for academic/professional pursuits on the recommendations of the respective Departmental Appointments and Promotions Panels. This may be renewed annually for a maximum period of three years.
- (v) The University may grant leave of absence for one year only on domestic grounds, usually to members of staff who wish to accompany their spouses proceeding on leave of absence. This may be extended for good reasons up to a maximum period of three years provided such spouse of the member of staff do not take up full time appointment in the public service during the period.
- (vi) Applications for temporary leave of absence of not more than three months shall be considered for approval by the Vice-Chancellor

10.0. (E)2. Non-Academic

- i. The University may grant not more than three years leave of absence to members of staff who seek to take up other full time public appointment. The leave of absence shall be subject to an annual renewal.
Members of staff who intend to continue such appointments after the three years will be required to transfer their services to their new employers, but they are free to transfer their services back to the University, if they wish to return to the University, subject to vacancies.
- ii. Members of staff invited for International, National, State, Local Government, etc. service shall only be granted leave of absence on tenure basis. In cases where such a staff member gets extension of service, approval can only be granted where there are justifications from the staff member and the Department for continued absence.
- iii. Leave of absence shall be granted to members of staff for one (1) year only in the first instance for academic/professional pursuits on the recommendations of the respective Heads of unit to the Registrar. This may be renewed annually for a maximum period of three (3) years.
- iv. The University may grant leave of absence for one (1) year only on domestic grounds, usually to members of staff who wish to accompany their spouses proceeding on leave of absence. This may be extended for good reasons up to a maximum period of three years provided such spouse of the member of staff who do not take up full time appointment in the public service during the period.
- v. Applications for temporary leave of absence of not more than three months shall be considered for approval by the Vice Chancellor.

- vi. A member of staff who takes advantage of these rules shall be deemed to have surrendered the contractual right to annual leave for that year and consequently have no contractual right to the benefits conferred by these regulations, for instance, promotion, study leave, superannuation, pension, etc.

10.7.0 Special Cases of Leave of Absence (with pay)

10.7.1 Holding Double Appointments in the Public Service:

Members of staff holding full time teaching, research or administrative posts may not be permitted to hold more than one paid post in the Public Service of the Federation. All such paid posts shall be subject to the approval of the Appointments and Promotions Committee on behalf of Council. The Vice-Chancellor may, on behalf of the Committee, give approval in cases of urgent requests.

10.7.2 Categories of Double Appointments

- (a) Where an appointment has been offered by any of the Government of the Federation, a public corporation, public utility company, a local government council, a reputable religious organization or any organization of a public nature, the member of staff may be permitted to accept the offer if:
 - (i) in the case of part-time appointment, the amount of time that will be spent by the officer in carrying out the functions of the double appointment or assignment is not such as will jeopardize the efficient performance of the University duties of the member of staff; and
 - (ii) the general and obvious effect of the acceptance is not in conflict with the interests of the University as an institution of higher learning.
- (b) The following are the usual categories of double appointments that are likely to be offered to members of staff of the University:
 - (i) Appointments requiring expertise in respect of which the appointee is already employed and paid by the University;
 - (ii) Appointments requiring expertise in respect of which the appointee is not directly employed and paid by the University; and
 - (iii) Appointments which require no special expertise other than ordinary experience and public spirit.
- (c) Regulations Guiding Leave of Absence to Undertake Double Appointments or Assignments
 - (i) All applications for leave of absence to take up a double appointment or assignment should be sent through the Departmental and Faculty Appointments and Promotions Panels to the Registrar for the consideration of the Appointments and Promotions Committee. Very urgent cases requiring decision before the next meeting of the Appointments and Promotions Committee shall be referred by the Registrar to the Vice-Chancellor.
 - (ii) The Vice-Chancellor may, on behalf of the Appointments and Promotions Committee, give approval in cases of urgent requests.

(iii) Requests for extension of periods of such leave of absence shall also be considered by the Appointments and Promotions Committee. Each application for extension shall

be considered on its merit.

- i. The periods of such leave of absence shall not be counted towards the confirmation of appointment of the individuals concerned, in view of the fact that it would be difficult to assess such persons on the basis of the criteria normally used for confirmation of appointments by the University.
 - ii. Such periods of leave of absence shall be renewed annually and shall not normally exceed three (3) years.
 - iii. In any exceptional case other than (v) above, such case will be treated on its own merit
 - iv. Any member of staff who has been away on leave of absence continuously for a period of more than three years shall be required to give up his right to University accommodation. The maximum number of outside appointments which a member of staff can hold at a time should normally not be more than two.
 - v. The Vice-Chancellor or the Appointments and Promotions Committee shall on behalf of Council, continue to consider cases on their own merit, relying on the recommendations of the Departmental and Faculty Appointments and Promotions Panels of the member of staff concerned.
- (d) Requests from members of staff for permission to take up outside appointments must be accompanied by letters of invitation from the appointing body.

Remuneration for Outside Appointment

The University reserves the right to control acceptance of outside appointment by full-time member of staff of the University.

- (i) The remuneration/honoraria to be allowed to a full time University member of staff on outside appointment after taxation should be 60% of the total contract value for the individual, 25% to the Department of the member concerned, and 15% to the University; or as may be approved by the Council from time to time.
- (ii) Payment by the appointing outside authority or body should be made directly to the University Bursary which, in turn, will pay the appointee as appropriate.
- (iii) The University's share and the Department's share should be tied strictly to scholarly purposes, such as the publications of University Inaugural Lectures.
- (iv) Transport allowance shall not be considered as part of the remuneration for outside appointment deductible by the University. The outside appointing body should normally

specify the allowance it is paying.

10.0. (F.) Sabbatical Leave

10.0. (F.) 1 Academic Staff

- (i) Only Senior Lecturers and above are eligible for sabbatical leave.
- (ii) A staff requesting sabbatical leave must have accumulated a minimum of twelve (12) semesters from the date of first appointment or of return from a previous study leave or sabbatical leave as may be applicable.
- (iii) There must be a letter from the host institution requiring the services of the candidate. Provided that in the case of an overseas host institution, the letter requiring the services of the candidate must be obtained before the application is processed.
- (iv) A Department shall not release more than 10% of the staff strength for sabbatical leave in any year.
- (v) An overseas sabbatical leave shall normally attract more funds than the local sabbatical leave in lieu of passages.
- (vi) The approval of sabbatical leave is not automatic.
- (vii) Before any application can be considered, evidence shall be afforded the Committee that the applicant can be released from duties and that no additional expenses will be incurred by the University, if granted.
- (viii) In the case of a Nigerian member of staff the full cost of transport may be paid by the University as University finances may permit.

10.0. (F.) 2 Non-Academic Staff

- (i) Only staff on CONTISS 11 & above are eligible for sabbatical leave.
- (ii) A staff requesting sabbatical leave must have accumulated a minimum of twelve (12) semesters from the date of first appointment or of return from a previous study leave or sabbatical leave as may be applicable.
- (iii) Application for sabbatical leave shall be sent through the Head of Department/Unit/Division/Centre, the Dean of the Faculty and the Provost of the College of Medicine, to the Registrar for consideration by the appropriate Appointments and Promotions Committee. A statement outlining the programme and specifying the place of leave must accompany the application. A letter of acceptance from the place of leave must be attached to the application or produced as soon as possible after approval. Provided that the leave shall be forfeited, if by the 1st Day of December, no letter is presented.
- (iv) A unit shall not release more than 10% of the staff strength for sabbatical leave in any year.
- (v) The approval of sabbatical leave is not automatic.
- (vi) Before any application can be considered, evidence shall be afforded the Committee that the applicant can be released from duties

and that no additional expenses will be incurred by the University, if granted.

(vii) In the case of a Nigerian member of staff, the full cost of transport may be paid by the University as University finances may permit.

(viii) For the purpose of these regulations a 'term of service' means any of the period into which the academic year is divided and in which an applicant for leave has fulfilled the duties of the office, provided that if an applicant has been on leave on account of illness or other sufficient cause for part of the period, the Committee shall in its discretion decide whether or not that period shall be reckoned as a term of service.

(ix) Service for the purpose of leave shall be reckoned either from the date of appointment in the case of a first application for leave or from the date of resumption of duty after the last leave or in-service training of at least one semester, in the case of any subsequent applications.

(x) Sabbatical leave cannot be accumulated.

(xi) Deferment of sabbatical leave shall not be allowed. Nevertheless, any sabbatical leave not commenced by the end of December of the year in reference shall be forfeited and the staff concerned shall reapply.

(xii) A staff may, in accordance with these rules, be considered for sabbatical leave of one (1) year **after twelve semesters (6 years) of service** provided that if the staff has been on leave on account of illness or other sufficient cause for part of a year, the Committee may, in its discretion, decide whether or not that year shall be reckoned as a year of service.

(xiii) Recommendation for sabbatical leave shall be submitted by the appropriate Head of unit to the Registrar for consideration by the Committee. There must be a letter from the host institution requiring the services of the candidate. In the case of an overseas host institution, the letter requiring the services of the candidate must be obtained before the application is processed. Applications from the College of Medicine staff shall be determined as appropriate.

10.0 (G) Study Leave

10.0. (G).1 Academic Staff

- (i) Study Leave may be granted to an academic staff for a period of six months after a service of three (3) years or a period of one (1) year after a service of six (6) years.
- (ii) Application for study leave shall be sent through the Head of Department, the Dean of the Faculty and the Provost of the College of Medicine, to the Departmental Appointments and Promotions Panel for consideration by the Appointments and Promotions Committee. All applications for non-

professorial staff in the College of Medicine shall be determined at the College level. A letter from the place of study/research must be attached to the application.

- iii. The approval of study leave is not automatic. Before any application can be considered, evidence shall be afforded the Committee that the staff can be released from duties and that no additional expenses will be incurred by the University, if granted.

In the case of a Nigerian member of staff the full cost of transport shall be paid by the University as University finances may permit.

- iv. A 'term of service' means any of the period into which the academic year is divided and in which a staff for study leave has fulfilled the duties of the office.

If a staff has been on leave on account of illness or other sufficient cause for part of the period, the Committee shall in its discretion decide whether or not that period may be reckoned as a term of service.

- (v) Service for the purpose of study leave shall be reckoned either from the date of appointment in the case of a first application for study leave or from the date of resumption of duty after the last study leave or in-service training of at least one semester, in the case of any subsequent applications. In this case, the Departmental Appointments and Promotions Panel may so recommend.

- (vi) Study leave shall not be accumulated.

- (vii) In exceptional cases, when study leave:

(a) is required for more than one semester;

(b) is required after less than six semesters (3 years) of service; or

(c) involves the University in additional expenditure either directly or indirectly.

Such a request may be considered by the Committee and each case shall be decided on its merit.

Where financial aid from the University is necessary, the decision to grant the leave shall require the further approval of Council.

- (viii) A Head of Department wishing to take study leave should apply to the Vice-Chancellor through the Provost of the College of Medicine and/or the Dean of the Faculty, outlining clearly the arrangements made for the proper running of the Department while away. The Vice-Chancellor would then forward such an application to the Committee for consideration after being satisfied of these arrangements.

10.0.(G). 2: Non-Academic Staff

- (i) Members of the non-academic staff engaged in administrative duties may apply for study leave after twelve semesters (6 years) of service.

- (ii) Application for study leave shall be sent through the Head of _____ unit, the Dean of the Faculty and the Deputy Registrar and Secretary, College of Medicine as applicable to the Registrar for consideration by the Appointments and Promotions Committee. A statement outlining the programme and

specifying the place of study must accompany the application. A letter from the place of Study/Research must be attached to the application or produced as soon as possible after approval.

(iii) The approval of study leave is not automatic.

(iv) Before any application can be considered, evidence shall be afforded the Committee that the staff can be released from duties and that no additional expenses will be incurred by the University, if granted. In the case of a Nigerian member of staff the full cost of transport shall be paid by the University as University finances may permit.

(v) A 'term of service' means any of the period into which the academic year is divided and in which a staff for study leave has fulfilled the duties of the office.

If a staff has been on leave on account of illness or other sufficient cause for part of the period, the Committee shall in its discretion decide whether or not that period may be reckoned as a term of service.

(vi) Service for the purpose of study leave shall be reckoned either from the date of appointment in the case of a first application for study leave or from the date of resumption of duty after the last study leave or in-service training of at least one semester, in the case of any subsequent applications. In this case the Departmental Appointments and Promotions Panel may so recommend.

(vii) Study leave shall not be accumulated.

(viii) In exceptional cases, when study leave:

(a) is required for more than one semester;

(b) is required after less than six semesters (3 years) of service; or

(c) involves the University in additional expenditure either directly or indirectly, such a request may be considered by the Committee and each case shall be decided on its merit.

Where financial aid from the University is necessary, the decision to grant leave shall require the further approval of Council.

(ix) A Head of unit wishing to take study leave should apply to the Vice-Chancellor through the Provost of the College of Medicine and/or the Registrar, outlining clearly the arrangements made for the proper running of the Department while away. The Vice-Chancellor would then forward such an application to the Committee for consideration after being satisfied of these arrangements.

(x) Study Leave may be granted to an officer for a period of six months after a service of three (3) years or a period of one (1) year after a service of six (6) years as may be determined from time to time for the purpose of:

(a) visits to other Universities or institutions to acquaint the staff with their administrative methods and techniques, and/or

(b) undertaking some work in or outside the University, with a view to improving the officer's competence.

10.0 (H.) CAPACITY BUILDING

- (a) A staff may be considered for capacity building without prejudice to the length of service in the University.
- (b) A staff considered for capacity building shall on acceptance be subject to entering into a bond.
- (c) A breach of the terms of a bond shall attract disciplinary measure.

10.8 Resignation/Withdrawal/Retirement during Sabbatical/Study Leave/Leave of Absence

- (i) Members of staff may resign their appointments, withdraw, retire from the services of the University or seek transfer of service during their approved sabbatical leave or study leave or leave of absence, provided that:
 - (a) In the case of a Professor or Reader, the staff shall give six months' notice or in the alternative pay to the University six months' salaries in lieu of notice;
 - (b) In the case of a Senior lecturer and grades below, the staff shall give three months' notice or in the alternative, pay to the University three months' salaries in lieu of notice.
 - (c) In the case of a non-academic staff, the member of staff concerned shall give three months' notice or pay to the University, three months' salaries in lieu of notice.
- (ii) Members of staff who fail to comply with the provisions in (a) – (c) above, and subsequently resign their appointments, retire from the University services or move to other bodies in or outside the country, shall not only be dismissed from the services of the University, but may in addition be liable to legal action.
 - 2. Appointment of Members of staff who fail to return to duty within 10 working days of the expiration of their approved sabbatical leave or study leave/leave of absence shall lapse.

10.0. (I) SECONDMENT

Secondment may be approved for any staff on request. The donor and the beneficiary institutions shall duly negotiate such secondment.

Any staff, who resumes to the University from Sabbatical/Study leave/leave of absence shall not be qualified to proceed on any other leave until after 6 months of resumption

10.9 Contact Address

Any staff leaving the University for whatever reason must leave the current contact address in the unit at any given point in time and this should be forwarded to the Establishments Office by the Head of unit. In case of any change of address, this should be immediately communicated.

10.10 GUIDELINES FOR PART-TIME STUDY

The following rules shall guide the approval and renewal of Part-Time Study for Non-Academic Members of Staff:

- (i) Only confirmed members of staff are eligible to apply for part-time study. In a situation where the staff commenced a part time programme before being employed, the staff shall be directed to defer the programme for three years, until after confirmation of appointment.
- (ii) A member of Staff seeking renewal of approval for part-time studies shall submit a Progress Report at the end of each session.
- (iii) Approval for a new part-time programme may be granted after spending a minimum of three years at the completion of a previous programme.
- (iv) The Registry shall periodically furnish every unit with the number of staff undergoing part-time studies.
- (v) Heads of units shall advise members of staff to undertake programmes that are relevant to their schedule, and in the interest of the system.
- (vi) Members of staff who are on part-time studies are permitted to close two hours before normal closing time on Friday.
- (vii) Call for applications for part-time study should be adhered to, since indiscriminate submission during the year shall not be considered.
- (viii) Approval for part-time study shall be based on the recommendation of the Departmental Appointments and Promotions Panel.

11.0: PASSAGES

- (a) Passages of a senior member of staff recruited overseas is not automatic.
- (b) A Nigerian member of staff may be entitled to economy class air passages for the purpose of overseas Sabbatical/Study Leave, subject to availability of fund and the approval of Senate and/ or Council as appropriate.

11.1: Leave Passages on Special Grounds

- (a) A member of staff or the spouse normally entitled to free passage, who on medical grounds of obvious urgency, requires passage abroad other than on normal leave, shall have such return passages paid.
No other leave passages shall be claimed in respect of the same session or calendar year by the member of staff.
- (b) Free passages abroad on medical grounds cannot be granted without the authority of the Vice-Chancellor on the recommendation of the Board of Health.

11.2: Passages for Official University Business

- (a) Passages on University business may be authorized by the Vice-Chancellor on behalf of the Council.
- (b) There is no family or baggage allowance entitlement.
- (c) Fares while on University business abroad shall be on economy class only, except as determined by the Vice-Chancellor.

11.3: **Medical Insurance**

All University staff going abroad on approved trips are advised to take medical insurance policy where such exists.

The Insurance Unit of the Bursary Department would assist the member of Staff in negotiating a favourable premium.

12.0 **REGULATIONS ON LOANS AND ADVANCES**

12.1 The following Loans and Advances are available to staff of the University:

- (i) Motor Vehicle Refurbishing Loan;
- (ii) University Assisted Housing Loan;
- (iii) Personal Salary Advance; and

(iv) Touring/Cash Advance.

12.2 **Motor Vehicle Refurbishing Loan**

The following conditions are attached to granting this loan subject to availability of funds in the University:

The Staff Beneficiary must:

- (i) Be a confirmed staff
- (ii) Have capacity to pay back subject to a minimum of one-third (1/3) of gross salary rule as take home
- (iii) Repayment period is for a maximum of 24 months.
- (iv) Amount to be granted is dependent on the capacity of each applicant
- (v) For a staff that had enjoyed this facility before, such a staff must have fully repaid any outstanding balance.
- (vi) Applicant must have a vehicle and is required to submit photocopies of the vehicle particulars
- (vii) The loan is granted at a favourable interest rate.

12.3 **University Assisted Housing Loan**

This is a financial support to members of staff for their building projects.

12.4 **Conditions for granting University Assisted Housing Loan**

The Staff Beneficiary must:

- (i) be a confirmed staff; and
- (ii) have capacity to pay back subject to one-third (1/3) minimum of gross salary rule as take home before granting the loan.

In addition;

- (iii) repayment period is maximum of 24 months; and
- (iv) the loan is granted at a favourable interest rate.

12.5 Personal Salary Advance

This is an advance granted to staff on request for financial support. However, this Advance is available to newly employed staff on free interest rate in compliance with Financial Regulations.

12.6 Conditions for granting Personal Salary Advance

Personal Salary Advance is granted on the following conditions:

- (i) To members of staff who have spent not less than six months in service
- (ii) In exceptional circumstances, newly employed Staff can be considered
- (iii) Applicant must have fulfilled one-third (1/3) minimum rule on gross pay
- (iv) Cash advance will be deducted over a period of 6 months, commencing from the following month after the advance is disbursed
- (v) An officer is not qualified for another advance until after six months of fully repaying the existing advance.

12.7 PERSONAL SALARY ADVANCE REPAYMENT INTEREST AND CAPITAL SCHEDULE

See Table 1 for details

Table 1: Personal Salary Advance Repayment Interest and Capital Schedule

CONTISS	CAPITAL AMOUNT	INTEREST	1ST DEDUCTIONS WITHOUT INTEREST	OTHER DEDUCTIONS WITH INTEREST
	₦	₦	₦	₦

CONTISS 1-3	7,500	328.13	1,578.13	1,250
CONTISS 4-6	10,000	437.50	2104.15	1,666.67
CONTISS 7-9	20,000	875.00	4,208.35	3,333.33
CONTISS 10-13	30,000	1,312.50	6,312.50	5,000
CONTIS 14-15	50,000	2,187.50	10,520.85	8,333.33

12.8 Cash/Touring Advance

This is an advance granted for procurement of recurrent expenses in an emergency situation.

12.9 Conditions for granting Cash/Touring Advance:

- (i) Applicant must be a confirmed staff.
- (ii) Applicant cannot apply for an amount above the annual salary
- (iii) An applicant with an existing/unretired cash advance is not qualified to apply for another advance.
- (iv) Advance given must be retired within the stipulated period of time as specified by the Financial Regulations.
- (v) Failure to retire an advance granted as at stipulated period, the amount advanced will be deducted from applicant's salary without any refund if and when the amount is eventually retired.

The value of such advances shall ordinarily not exceed one month salary except where the Vice-Chancellor's approval has been sought and obtained through the Bursar.

13.0: ALLOWANCES

13.1: Allowances for Duty Posts

Allowances for the following posts shall be as may be determined from time to time.

- Vice-Chancellor
- Deputy Vice-Chancellors
- Registrar
- Bursar
- University Librarian
- Provost
- Deputy Provost
- Deans of Faculty
- Directors of Centre/Institute/unit
- Heads of Department
- Focal Persons
- Masters/Mistresses of Halls of Residence
- Wardens of Halls of Residence
- Assistant Wardens
- Sub-Deans of Faculty.

13.2: Acting Allowances

13.2.1: Acting Appointments and Allowances in the University

Regulations in respect of acting appointments and allowances shall be as follows:

- (a) An Acting Head of Department in the University who holds the post for at least four weeks shall be paid an acting allowance at the approved rate subject to a written approval by the Vice-Chancellor.
- (b) A non-academic staff who is called upon to assume responsibility of Head of a unit during the temporary absence from duty of the substantive Head of the unit or while the position remains vacant, shall be paid the acting allowance in accordance with the prevailing regulations. Such an appointment shall be conveyed to the staff concerned in writing.

13.3: Responsibility Allowance for Non-Academic Members of Staff

- (a) Non-academic members of staff who are called upon to take the full responsibilities of the next higher post shall be paid the next incremental step on the salary grade.
- (b) Before an acting appointment commences, a Head of unit must seek prior approval of the Vice-Chancellor in writing.
- (c) No acting allowance shall be paid to a person taking charge of a sub-department in the absence of the person usually in charge or during a vacancy in the senior post. Generally, no acting allowance will be payable if the period of acting appointment does not extend beyond 28 continuous days.

13.4: Teaching, Research and other Allowances

Payment shall be made at the current approved rates.

13.5: Kilometre Allowance

Payment shall be made in accordance with prevailing regulations.

13.6: Rent/Housing Allowance

- (a) Members of staff occupying any University quarters shall pay rents at the prevailing rate(s).

(b) Housing Allowance shall be as may be prescribed from time to time by prevailing regulations.

13.7: Subsistence Allowance

The prevailing Government regulations shall apply.

13.8: ESTACODE RATES

Officers	Rate
Pro-Chancellor	\$900
Vice- Chancellor	\$ 600
CONTISS 14 – 15/CONUASS 6-7	\$ 425
CONTISS 6 – 13/CONUASS 2-5	\$ 381
CONTISS 1 -5	\$ 206

Payment shall be made in accordance with the prevailing regulations.

The trip must be officially approved.

13.9 NEW DUTY TOUR (NIGHT) ALLOWANCE

Table 2: Night Duty Tour Allowance

Officers	Rate
	N
Pro-Chancellor	50,000.00
Vice-Chancellor	40,000.00
Council Members	30,000.00
Principal Officers	30,000.00
Officer on CONTIS 14-15 (CONUASS 6-7)	16,000.00
Officers on CONTISS (12-13) (CONUASS 4-5)	12,500.00
Officers on CONTISS (9-11) (CONUASS 2-3)	12,000.00
Officers on CONTISS (6-8) (CONUASS 1)	12,000.00
Officers on CONTISS (1-5) (Non-Academic)	5,000.00

14.0 Audit Matters

- 14.1 There is established in the University an Audit Department with the following responsibilities:
- (a) Ensuring that the University's assets are properly safeguarded and accounted for;
 - (b) Ascertaining that transactions are promptly and completely recorded;
 - (c) Ensuring that the Institution is secured against fraud, waste and other avoidable losses;
 - (d) Evaluating and ensuring the total compliance with University Governing Council instructions, Management Guidelines, directives of the National Universities Commission, Accountant General of the Federation, Auditor General of the Federation and Financial Regulations; and
 - (e) Reviewing continually internal control systems applicable to different Departments and Faculties of the University with a view to ensuring that the controls are adequate, relevant and strictly adhered to.
- 14.2 The Internal Audit Department shall from time to time sensitize the University community of its expectations with a view to ensuring that the regulatory procedures and processes as defined and described in the University Audit Manual are understood and strictly complied with.
- 14.3 The requirements on Revenue Generation, Expenditure, Handover Note, Assets Register, Signatory Specimen, Finance Committee, Finance Offices, Printing of Receipts, Retirement/Clearance of Cash Advances/Imprests, Approval of Funds and Opening of Bank Accounts are contained in the University Audit Manual.

15.0: **OTHER WELFARE MATTERS**

15.1: **Medical Care**

A member of staff, while in Nigeria, is provided with free medical consultation and Staff benefits package under the Federal Government formal NHIS. These facilities shall be extended to the spouse of the member of staff concerned and a maximum of four (4) children under 18 years.

15.2: **Overseas Treatment**

Any member of staff or a member of the family shall be entitled to medical treatment overseas, provided that:

- (i) appropriate treatment is not available in the country, and
- (ii) on the recommendation of the Board of Health, after being satisfied with the justification of an appointed Specialist/ Consultant.

15.3: **Procedure for Overseas Treatment**

- (i) The applicant is expected to submit to the University Health Services, Medical Report from the physician, the communication from the hospital of choice abroad and cost implication for consideration by Board of Health and seek approval before commencement of treatment.

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

15.4.: Approved Expenses for Overseas Treatment

The University may be obliged to pay for the following expenses on staff referred for overseas treatment:

- (i) Transportation of patient to and from the country where treatment is rendered as recommended by the Board of Health;
- (ii) Transportation of medical personnel/escort where indicated by the patient's condition and so recommended by the specialist/Medical Board;
- (iii) Hospital bills, including all forms of prescribed treatment, investigation, accommodation and meals for in-patients; and
- (iv) Cost of prescribed out-patient treatment, drugs and investigations including the prevailing *per diem* allowance to take care of hotel accommodation, feeding, transportation and other incidental expenses.

15.5 Treatment during "Home Leave"

To qualify for University reimbursement during 'home leave' vacation or in-between contract, expatriate staff must submit before assumption/resumption of duty a record of "prior medical condition" in addition to the usual medical certificate of fitness.

Based on available information from the post-medical record, each application for treatment during vacation shall be treated on its own merit, with a view to ensuring that the interests of both the University and the staff are adequately protected.

15.7 Treatment during Industrial Actions where UHS is not in Operation.

Reimbursements shall be for treatments from designated/approved Centres/Facilities. Members of Staff may claim a refund on any expenditure subject to a maximum of what would have been paid if the person concerned had been treated in the University College Hospital.

16.0 RETIREMENT

The normal compulsory retiring age shall be as prescribed by the prevailing regulations.

17.0 PENSION

Staff are entitled to pension in accordance with the Pensions Reform Act, 2004 (as amended by the Pensions Reform (Amendment) Act 2014) or as amended from time to time.

17.1 Transfer of Pension Rights

It is the responsibility of every member of staff to arrange transfer of the contributory pension details from the previous employer to the University, and also inform the pension fund administrator of the change of employer.

Officers who retire or are required to retire from any public service, other than on grounds of ill-health or on abolition of their office and qualified for the award of pensions, shall not be eligible for re-engagement on pensionable terms in any public office in the Federation, but they may be re-engaged on contract or temporary basis.

18.0 AVAILABLE FUNDS FOR STAFF DEVELOPMENT

18.1 Conference Support Fund

18.2 **Criteria for Award**

The following principles shall apply:

1. Support for one local conference in two years; and
2. Support for one international conference in three years.
3. Preference would be given to staff below the grade of a Professor where there is a joint presentation.
4. In case of a joint presentation, preference would be given to the lead presenter.
5. There must be an accepted paper for presentation at the Conference. Exceptions may be made for junior academics and non-academic staff who need exposure at local and international conferences.
6. The abstract of the papers presented would be published electronically.
7. Applications for conference support must include the following:
 - (i) Formal letter of Invitation
 - (ii) Letter/Statement of Intent
 - (iii) Status of the applicants i.e. Lecturer I, II, Administrative Officer, Research Assistant, etc.
8. Applications for conference support shall be submitted at least three months before the conference/workshop date.
9. Applicants shall submit a report on return from the conference.

18.3 **Tertiary Education Trust Fund (TETFund)**

TETFund Conference Attendance (CA)

- (i) TETFund Conference Attendance is only for confirmed senior staff of the University.
- (ii) The nomination for attendance must be based on 70:30 ratio for academic and non-academic staff.
- (iii) A staff can only benefit from the fund once in every three years. Preference shall be given to applicants who have not benefitted from the fund.

Modalities for applications

- a. Information on availability of funds upon TETFund's release would be made public through the University bulletin.
- b. Modalities for applications would be available at the Academic Planning Unit.

(A) TETFund Academic Staff Training and Development (AST&D)

- (i). TETFund Academic Staff Training and Development (AST&D) is only for the training and Development of academic staff of the University.
- (ii). The fund is available only for staff who are on their PhD programmes in the University but would like to do their bench work in reputable foreign institutions (as indicated by TETFund) or those who had been offered Postgraduate programme admissions in other institutions (Local and Foreign as indicated by TETFund).

Modalities for applications

- a. Information on availability of funds upon TETFund's release would be made public through the University bulletin.
- b. Modalities for applications would be available at the Academic Planning Unit.

(B) TETFund Institution Based Research Fund (IBRF)

1. TETFund Institution Based Research Fund is for academic staff only.
2. Allocation for the fund is disbursed annually and is domiciled with TETFund.
3. The fund is released for the execution of the project after the proposal has been approved.

Any approved fund shall be disbursed in tranches.

Modalities for applications

- (i) Information on availability of funds upon TETFund's release would be made public through the University bulletin.
- (ii) Modalities for applications would be available at the Academic Planning Unit.

(C) TETFund National Research Fund (NRF)

- (i) TETFund National Research Fund is for academic staff only.
- (ii) A call for research proposal is by TETFund on its websites, official publication(s) and National Dailies.

Modalities for application

- a. Information on availability of funds will be as advertised on TETFund's website.
- b. Further information would be available at the Academic Planning Unit.

Principal Officers of the University are not eligible to any benefit from any of the above mentioned TETFund Grants.

18.4. SENATE RESEARCH GRANT (SRG)/ADVANCEMENT BOARD RESEARCH GRANT (ABRG)

Upon receipt of a duly approved list of successful applications with supporting documents, the Accountant (Grants) shall:

- (i) Generate a Grant Reference Number/Code for the beneficiaries and send to the Deputy Vice-Chancellor(Academic) or the Director of University Advancement Centre(as the case may be), for notification to the successful applicants; and
- (ii) Open a Grant file and Commitment cards for each beneficiary with the Reference Number/Code.

Also:

- (iii) Each applicant is entitled to access the grant/fund through Cash Advance and or Local Purchase Order (in case of purchase of equipment) in three (3) instalments.

- (a) First instalment is 50% of the total amount approved for the applicant.
- (b) Upon retirement/clearance of the first instalment, the applicant is entitled to the second installment of 25% of the total amount approved.
- (c) Upon retirement/clearance of the second installment, the applicant is entitled to the third and last installment of 25% of the approved amount.

18.5 STAFF DEVELOPMENT FUND FOR NON-ACADEMIC STAFF

Criteria for awarding grants from the Staff Development Fund for Non-Academic Staff are as follows:

- (a) Applications should be made through the units to the Registrar.
- (b) Grants from the fund should be made only to non-academic staff who has been recommended by their units to acquire competence in new administrative, professional and technical areas.
- (c) Grants should normally be used to provide supplementation for staff who could be released by their units for the duration of the programme to pursue studies in an area of interest to the unit and the University.
- (d) Allocation of grants to units should be related to the unit projections within the five year rolling plan.
- (e) As much as possible, the allocation of grants shall take into account the various needs of the units, as well as staff dispositions within the units.
- (f) Normally, no member of staff shall receive grants from the fund more than once in five (5) years.
- (g) Subject to the availability of funds, grants should cover return passages for the staff member and the family when the duration is up to one academic year; cost of tuition, where applicable; and a fixed maintenance allowance per month according to approved rates. No dependents' allowance shall be paid and maintenance applicable in a particular case will be reduced by the amount of outside assistance which the recipient of the grant may have;
- (h) Passages will not be paid in respect of family when the duration is below one academic year.
- (i) Members of Staff who benefit from the Staff Development Fund shall be bonded to the University.

19.0: STAFF AUDIT AND PERFORMANCE EVALUATION

- (a) Staff audit shall be undertaken at least once in three (3) years. Council shall give general direction to Management to conduct the exercise. It shall be the duty of the Registrar to draw the attention of Council to the need for the exercise.
- (b) It shall be undertaken to ascertain the correct personnel emolument, identify over-aged personnel, medically unfit and unqualified hands for appropriate rationalization.
- (c) The exercise shall ensure that all staff not on the university payroll are removed.

20.0 RULES ON STAFF BONDING TO THE UNIVERSITY

1. A member of Staff who enjoys staff development fund/grant from the University shall be bonded.

The bond shall be by way of an agreement in writing between the University and the staff involved.

The terms and conditions of the bond shall include an undertaking to return to the services of the University at the end of the programme, failing which the member of staff shall be:

(a) liable to pay a sum equal to three (3) times the amount expended by the University on the staff;

(b) liable to refund a sum equal to three (3) times the total salary received during the period;

(c) liable to refund any other sum accruing to the staff through the University.

2. A member of staff who fails, neglects and/or refuses to comply with any or all of the foregoing conditions as applicable, shall be liable to summary dismissal from the University.

3. The University shall, where it has information of the person's current place of employment/institution, notify such of the conduct of the staff.

4. The University shall commence legal proceedings against such a person.

21.0 OTHER SERVICES IN THE UNIVERSITY

The following are service-rendering appendages of the University:

21.0.1 CENTRE FOR SOCIAL ORIENTATION (CenSO)

CenSO is an arm of the Vice-Chancellor's Office with a directorate status.

It is UI's equivalent of the combination of the National Orientation

Agency and Public Complaints Commission plus the mandate to

eradicate cult activities and other anti-social behaviours.

Functions and Some Objectives of CenSO:

(i) To carry out the crusade against cultism and occultism;

(ii) To orientate the entire community towards imbibing good social behaviours and good character;

(iii) To ensure that causes of disharmony among staff, management and students are identified and resolved amicably;

(iv) To foster cordial relationship between staff and students and among members of staff; and

(v) To sensitize students on the need to stay away from anti-social behaviours.

How to help CenSO serve you better:

(i) Report cases of intimidation by both staff and student.

(ii) Avoid moving around the campus alone at night.

(iii) Always find out from the Student Affairs Division before joining any association within the University.

- (iv) Never be part of any violent protest within and outside the University premises.
- (v) Obey all regulations within the University including traffic rules.
- (vi) Address complaints through formal means rather than aggressive or contrary means.
- (vii) Report suspicious movements and gatherings to Hall Wardens or to the security outfit of the University or CenSO.
- (viii) Draw the attention of CenSO to any brewing rift in a department/unit or among people in order for CenSO to mediate to avoid any crisis which may disturb the peace on campus.
- (ix) Report any observed misnomer to CenSO for prompt action.
- (x) Network with CenSO to create peaceful and conducive environment for both personal and corporate advancement.

Contact

CenSO office is located at the ground floor of the Central Administrative building, University of Ibadan.

Phone Numbers

08033354861

08033564064

E-mail : dir_censo@ui.edu.ng

CenSO can also be contacted on the University website

The Anti-Cultism Campaign Committee has been subsumed under the Board of CenSO

21.0.2 Directorate of Quality Assurance

The Directorate of Quality assurance (DQA) is an establishment of the University as its apex quality management outfit.

Aim

To assure that the University of Ibadan is an institution where teaching, learning, research work, services and co-curricular activities are distinguished by their quality, relevance, innovativeness and international character

Objectives

- (i) Developing and implementing a mechanism of Quality Assurance
- (ii) Formulating and making operational the procedure for quality management
- (iii) Developing and implementing a framework that promotes/improves customer service and competitiveness
- (iv) Institutionalising Quality Assurance capacity building programme and activities

Contact

- Directorate of Quality Assurance is situated at the ground floor, Central Administrative Building, University of Ibadan
- Director, DQA- 08033847722, 08074381117
- Secretary, DQA-08061272399, 08054580710

21.0.3 SERVICE COMPACT WITH ALL NIGERIANS (SERVICOM)

SERVICOM is a Federal Government initiative established in all Federal Agencies, Institutions, and Parastatals mainly to improve service delivery throughout Nigeria in conformity with the global standard and best practice.

OBJECTIVES

- Monitoring and ensuring service delivery
- Handling of complaints
- Conducting opinion polls on effectiveness of service delivery
- Organising sensitization workshop on how to improve service delivery

CONTACT

Complaints can be forwarded to the following SERVICOM points of service:

1. Focal Officer, SERVICOM Unit, Ground floor Central Administration
E-Mail: uiservecomdeskofficer@yahoo.com
Phone Number: 08164264364
2. Complaints Desk Officer
E-Mail: servicomdeskofficer@yahoo.com
Phone Number: 08138849258
3. SERVICOM Complaint boxes: Complaints can be dropped in any of SERVICOM complaint boxes available all over the campus.
4. SERVICOM GUILDS: Report to any SERVICOM Guilds available on campus and identifiable through the emblem of SERVICOM in all Faculties, Units and Centres.
5. SERVICOM HOTLINES: Distress call can be made to any of the following telephone lines. **08164264364, 08138849258, 08138533482**
6. For Further information, visit: **www.uiservicom.ui.edu.ng**

21.0.4 GENDER MAINSTREAMING OFFICE

The University of Ibadan is committed to the attainment of gender equity in the society. The University stimulates and nurtures a gender friendly space to ensure the integrity and dignity of staff, students, service providers and other members of the University community.

Functions of Gender Mainstreaming Office

- (i) Gender sensitization: workshops, publications, research and consultancy
- (ii) Gender monitoring
- (iii) Periodic review of the University Gender Policy
- (iv) Monitoring the University curricula, programmes and projects to ensure that they are in compliance with the Gender Policy
- (v) Receive and investigate complaints related to threats to or disregard to the observance of the University Gender Policy
- (vi) Monitoring, reviewing and implementing the UI Sexual Harassment Policy
- (vii) Appointment of suitable persons in all Faculties, Centres and Units as Gender Focal Persons

The University has a Gender Policy and a Sexual Harassment Policy.

21.0.5 GENDER POLICY

Vision of the Policy

To be a world-class University where gender equity is institutionalised, and students and staff integrate gender-friendly perspectives into personal and professional dealings in achieving the aims and goals of the University.

Aims and Objectives

- (i) Train students to understand the concept of gender and sex;
- (ii) Help students to develop the knowledge, attitudes, beliefs and skills required to be gender sensitive and to engage in appropriate behaviour;
- (iii) Equip students with the knowledge, and skills to monitor compliance with the gender and sexual harassment policies of the University;
- (iv) Publicise and enforce the University's Sexual Harassment Policy which prohibits sexual harassment and such other behaviours that violate the dignity of human beings;
- (v) Introduce possible medium of addressing issues in a way that will enhance gender equity and justice;
- (vi) Facilitate speedy dispensation of justice by the Student and Staff Disciplinary Committees in respect of gender-based violence;
- (vii) Ensure that the University environment is gender friendly and supportive of women and men and their specific needs and roles; and
- (viii) Provide conducive environment for knowledge generation and dissemination

21.0.6 SEXUAL HARASSMENT POLICY

Vision of the Policy

The vision is to establish UI as an ideal, safe and secure place of work and learning, where the dignity of everyone is ensured.

Aims and Objectives

- (i) Create for all staff, students, and service providers a safe and secure work and learning environment, free of Sexual Harassment;
- (ii) Ensure among its entire staff, students and service providers, respect for both sexes and a transparent operating system in academic and other matters devoid of demands for sexual gratification;
- (iii) Eliminate gender-based violence;
- (iv) Strengthen UI's commitment to individual professional development and wellbeing through enforcement of nonsexist language and actions.

Contact

Room 5, Student Affairs Building, University of Ibadan

Phone Numbers:

08034891880, 07055827204

21.0.7 OFFICE OF INTERNATIONAL PROGRAMMES (OIP)

The Office of International Programmes (OIP) was established in May 2009 to advance the internationalization of the University of Ibadan.

AIMS AND OBJECTIVES:

- (i) Enlarge the University of Ibadan's frontiers of international relationships;
- (ii) Provide the capacity for faculty, staff and students to be global citizens; and
- (iii) Sustain the University of Ibadan's image as the Premier University through its international activities.

RESPONSIBILITIES AND FUNCTIONS

1. To coordinate and supports international academic programmes;
2. To promote University of Ibadan's vision of internationalization;
3. To facilitate capacity building for global citizenship;
4. To promote and sustain international partnerships;
5. To generate and disseminate information on international opportunities; and
6. Advocates internationalization of facilities and programmes.

CONTACT

Office of International Programmes,
University Advancement Centre Complex,
Off Obong Road,

University of Ibadan,

Ibadan, Nigeria.

Telephone: +234 (0) 817 537 6317

+234 (0) 805 069 9328

+234 (0) 810 813 0373

Email: oiip@ui.edu.ng

oiipuing@gmail.com

Website: www.oiip.ui.edu.ng

21.0.8 RESEARCH MANAGEMENT OFFICE

The Research Management Office was established in 2012 to implement the policy of the University of Ibadan in carrying out original research at the cutting-edge and to manage the uptake of its diverse research outputs towards meeting societal needs.

The major functions of Research Management Office include the following:

- i. Advance the mission and vision of the University as they relate to research;
- ii. Advise the University on research policy, under the general supervision of the Research Sub-committee of the Development Committee;
- iii. Mobilize external research funds by, among other means, developing and submitting proposals which satisfy the requirements of the funding agencies;
- iv. Facilitate the University's liaison with external funding agencies;
- v. Ensure that the University's interests are protected in the negotiation of grants and contracts;
- vi. Facilitate financial accountability in the administration of grants and research-related contracts;
- vii. Facilitate the ethical conduct of research in the University;
- viii. Collaborate with relevant units in identifying developing, protecting, and marketing the University's Intellectual Property and promoting knowledge transfer networks with the private sector;

- ix. In conjunction with the Research Management Sub-committee of the Development Committee, administer the Research Development Fund and facilitate its functions;
- x. Provide a report of its activities through the Research Management Sub-committee; and
- xi. Carry out any other functions as are devolved to it by the Research Management Sub-committee of the Development Committee.

The current physical contact address of the Office is Council Chairman's Lodge, while the contact phone no is +2348035266802

21.0.9 DIRECTORATE OF INFORMATION TECHNOLOGY AND MEDIA SERVICES [ITeMS]

In order to leverage the convergence of information technology and media technology to positively affect teaching, learning and research in the University; UI established the Directorate of Information Technology and Media Services (ITeMS) in the Vice-Chancellor's Office. The duty of the directorate is to use information technology and media solutions to provide and process information, communication, entertainment and resources to all members of the community located locally or elsewhere.

The Directorate is the result of the unification of the Management Information System; the Information and Communication Technology (Internet) project; Diamond FM 101.1 radio station; University Media Centre; the Computing Centre now Training, Research and Development; and the Information Technology Unit of the College of Medicine.

The services provided by the directorate include:

1. Every member of staff is entitled to a university email address.
2. E-mail communication is deemed to be official communication.
3. Every staff shall be provided with an identification card stating appropriate details.
4. The identification card should be worn at all times e.g. official duties, interaction with external organizations
5. All members of staff are enjoined to use the electronic media and information technology infrastructure responsibly and appropriately.
6. Any staff who uses the infrastructure for malicious or fraudulent acts shall face disciplinary action.
7. The University's Information Technology and Media Services[ITeMS] policy shall guide the use and deployment of electronic/information/media infrastructure.

8. The University shall use all digital, electronic and information channels such as social media, radio, TV, website, blogs, news bulletin and mobile apps to disseminate information to staff.
9. Staff no longer in the service of the University will have access to all information, electronic and media resources and infrastructure withdrawn;

Contact

Director (08033264855)
Old NISER Building, Oliaku Lane
University of Ibadan, Nigeria
dir_items@ui.edu.ng

21.10 THE UNIVERSITY ADVANCEMENT CENTRE

AIM AND OBJECTIVES

- (i) The University Advancement Centre aims at repositioning the University to face the challenges of the future by making friend-raising and fund raising a high priority programme.
- (ii) The University Advancement Centre works at sustaining the University by fostering a culture of giving among staff and students, graduates, corporations, foundations and relevant government ministries and agencies – to encourage financial support in order to advance and promote the University.

RESPONSIBILITIES AND FUNCTIONS

1. Maintaining and enhancing the engagement of stakeholders with the aspirations and ambitions of the University.
2. Mobilizing the affinity of all constituencies – alumni, friends, corporations, foundations and relevant government ministries and agencies – to encourage financial support in order to advance and promote the University.

These are achieved through:

- (a) Alumni Relations
- (b) Database Administration
- (c) Communications and Marketing
- (d) Prospects Research

CONTACT ADDRESS

University Advancement Centre,
1, Obong Road,
Near Alumni Centre/Guest House,
University of Ibadan.

Email: advancement@mail.ui.edu.ng

Website: www.advance.ui.edu.org

Tel. +234 8033 840 312

21.11 THE SENIOR STAFF CLUB

The Senior Staff Club was formally established on 8 April, 1958 as a family oriented undertaking that promotes social, political, economic and intellectual activities.

It provides an atmosphere for relaxation and recreation.

A children playground exists to cater for children of members.

The Senior Staff Club serves as the University Community Centre.

Membership of the Club is open to serving senior members of staff of the University on CONTISS 8/CONUASS 2 and above, as well as retired senior members of staff on that cadre.

Some associates from outside the University are eligible to be admitted to the membership.

The activities of the Club are geared towards promoting a detribalised social integration and general wellness of members.

CONTACT

Secretary,
Senior Staff Club,
Odeziaku Road, Opposite Post Graduate School,
University of Ibadan.
Telephone: **07060893973**
E-mail: **sscui@gmail.com**

PART 2

**RULES AND REGULATIONS GOVERNING CONDITIONS OF SERVICE FOR
JUNIOR STAFF**

TABLE OF CONTENTS	PAGE
1.0 Title and Commencement	
2.0 Application	
3.0 Interpretation	
4.0 Definitions	
5.0 Appointment.....	
5.1 Eligibility for Appointment.....	
5.2 Vacancy.....	
5.3 Appointment to an Established Position.....	
5.4 Contract Appointment.....	
5.5 Temporary Appointment.....	
5.6 Probation and Confirmation of Appointment.....	
5.7 Financial Provision for Appointment.....	
5.8 Declaration of Age.....	
5.9 Medical Examination	
5.10 Disqualification for Appointment.....	
5.11 Designation.....	
5.12 Interviewing Panel	
6.0 Promotions.....	
6.1 Appointments and Promotions Committee for Junior Staff.....	
6.2: Membership.....	
6.3: Guidelines for Promotion.....	
6.4 Point of Entry on Promotion.....	

7.0	Duties of Staff.....	
7.1	Posting to units.....	
8.0	Salaries.....	
8.1	Point of Entry.....	
8.2	Enhanced Point of Entry.....	
8.3	Wrongful Placement on the Salary Scale	
9.0	Leave	
(A)	Annual Leave.....	
9.1	Leave Year.....	
9.2	Prorated leave.....	
9.3	Leave Roster.....	
9.5	Recall from Leave.....	
B.	Casual Leave.....	
C.	Examination Leave.....	
D.	Sick Leave.....	
E.	Study Leave.....	
F.	Leave of Absence.....	
G.	Leave for Sporting Events.....	
H.	Leave for Trade Union Activities.....	
	I. Maternity	
	Leave.....	
	J. Leave	for
	Staff.....	Temporary
10.0:	Guidelines for Part-time Study.....	
11.0:	Loans and Advances.....	
11.1:	Motor Vehicle Refurbishing Loan.....	
11.2:	University Assisted Housing Loan.....	
	11.2.1: Conditions for granting University Assisted Housing.....	
	11.3: Personal Salary Advance.....	
	11.3.1: Conditions for granting Personal Salary Advance.....	
	11.4: Personal Salary Advance Repayment Interest and Capital Schedule.....	
	11.5.1: Conditions for granting Cash/Touring Advance.....	
12.0 :	Allowances.....	
12.1.	Overtime Allowances.....	
12.2.	Shift Allowance.....	
12.3.	Non-Accident Bonus.....	
12.4:	Kilometre Allowance.....	
12.5:	Rent/Housing Allowance.....	
12.6:	Subsistence Allowance.....	
12.7:	Estacode Rates.....	
12.8:	New Duty Tour (night) Allowance.....	
13.0:	Discipline.....	
13.1.0:	Junior Staff Disciplinary Committee.....	
13.1.1:	Membership.....	

13.1.2: Terms of Reference.....	
13.1.3: Frequency of Meetings.....	
13.1.4: Tenure of Office.....	
13.2: Disciplinary Procedure.....	
13.2.1: Modus Operandi of the Committee	
A. Staff Discipline.....	
(a) Tape Recording/Verbatim Report.....	
(b) Open Hearing.....	
13.3: Failure to Appear before the Committee.....	
13.4:Dissemination of Information.....	
13.5:Gradation of Sanctions.....	
B. Procedure for Staff Complaints.....	
13.6: Effect of Disciplinary Measure on Promotion.....	
13.7: Interdiction.....	
13.8: Suspension.....	
13.9: Termination.....	
13.10: Dismissal.....	
13.11:Warnings.....	
14.0: Accommodation	
14.1: The Junior Staff Housing Committee.....	
14.2: Extant Rules and Regulations Governing Allocation.....	
14.3: Vacation of Quarters.....	
14.4: Retirement from the services of the University.....	
14.5: Dismissal, lapsed and terminated appointments.....	
14.6: Prolonged Absence.....	
14.7: Resignation.....	
14.8: Transfer of Unoccupied Accommodation.....	
14.9: Widows and Widowers.....	
14.10: Other Rules Governing Allocation.....	
14.11: Use of Residential Quarters.....	
15.0: Available Fund for Staff Development.....	
15.1: Conference Support Fund.....	
15.2: Criteria for Award.....	
16.0: Other Welfare Matters.....	
17.0 Retirement.....	
18.0 Pension.....	
19.0 Rules on staff bonding to the University.....	
20.0: Staff Audit and Performance Evaluation.....	

1.0 Title and Commencement:

This part of the Handbook shall be cited as the *University of Ibadan Junior Staff Regulations, 2017* and shall come into operation on 1 March, 2017

2.0 Application:

This Regulation shall apply to all junior members of staff in all units established under the University of Ibadan Act, 1962. The Regulations govern the appointments, promotions and other conditions of service of Junior Staff of the University on CONTISS 05 and below. The Regulations shall have application to all matters appertaining to the appointments, tenure, leave, promotions and study leave/leave of absence of Junior Staff, except where Council directs generally on the conditions of service of all staff of the University.

3.0 Interpretation:

In this Regulation, unless the context otherwise provides, the interpretation shall be made by the Registrar in accordance with the powers conferred under Section 6(1) of the First Schedule of the University of Ibadan Act, 1962.

4.0 **Definitions:**

In this Regulation, unless the context otherwise requires, the following expressions have the following meanings:

(aa) Adoption means legally taking a child into custody according to the relevant Nigerian laws.

(bb) Committee includes the appropriate Appointments and Promotions Committee for the category of staff concerned, Junior Staff Disciplinary Committee, Junior Staff Housing Committee and all other Committees as approved by Council.

(cc) Contract Staff includes retired staff who are appointed for specific periods of time.

(dd) Criminal Offence means stealing, false pretences, extortion, forgery, official corruption, and such kindred offences involving moral turpitude as defined in the Criminal Code of Nigeria and as may from time to time be defined in any Criminal or Penal Codes of any of the governments in the Federal Republic of Nigeria.

(ee) Council means the University of Ibadan Council established under the University of Ibadan Act, 1962.

(ff) Department means any component of the University, Academic or Non-Academic, recognized as such by Council.

(gg) Established Post means a post specially provided for in the current University budget.

(hh) Family means a spouse and four children

(ii) Head of Department/Unit means a person appointed by the appropriate University authority to direct or supervise a Department/Unit. In the absence of the Head of Department/Unit, any person duly appointed to act in the place shall be referred to as Acting Head of Department/Unit.

(jj) In-service-Training includes any training undergone by staff during the period of employment.

(kk) Junior Staff means staff on CONTISS (Consolidated Tertiary Institutions Salary Structure) 05 and below.

(ll) Leave of Absence is unpaid leave granted to staff.

(mm) Misconduct means general misbehaviour or wrongdoing to the embarrassment of the University or to the prejudice of discipline and the proper administration of the business of the University, conviction on a criminal offence and, without prejudice to the generality of this definition, includes;

(xxiv) corruption;

(xxv) dishonesty;

(xxvi) drunkenness;

(xxvii) insubordination;

(xxviii) negligence;

(xxix) falsification of records;

- (xxx) failure to keep records or suppression of records;
- (xxxi) absence without leave from place of work without satisfactory excuse;
- (xxxii) failure to resume from authorized leave at its expiration,
- (xxxiii) negligence deemed by an auditor to have occasioned a loss of funds to the University;
- (xxxiv) disobedience of an order to proceed on transfer or to accept a posting or of any other lawful order issued by the University Council, the Vice-Chancellor, the Registrar, the Heads of Department/unit or their representatives;
- (xii) failure to appear or to answer any person or body designated by the University Council, the Vice-Chancellor or the Registrar for the purpose of investigating any matter provided for, in or any case relating to this Regulation;
- (xiii) dereliction of duties;
- (xiv) general incompetence;
- (xv) holding multiple paid appointments;
- (xvi) full-time/part-time studentship without permission while holding a regular appointment;
- (xvii) sexual harassment;
- (xviii) using the office as a place for trading;
- (xix) proselytizing;
- (xx) political campaigning or transacting any other business other than the official one;
- (xxi) lateness to the place of work;
- (xxii) falsification of age etc.

(nn) **Promotion** means an elevation to the next grade after fulfilling all requirements since last promotion/appointment.

(oo) **Study Leave** is a period of paid leave granted staff for academic purposes after a period of service.

(pp) **Temporary Staff** means a member of staff who is not a permanent member of staff.

(qq) **Un-established Post** means any post that is not provided for in the University budget.

(rr) **unit** means a Department/Unit/Centre/Institute

(ss) **University and Council** shall be as defined under the Act of the University.

5.0 **APPOINTMENT**

5.1 **Eligibility for Appointment:**

To be eligible for appointment, a candidate must have the requisite qualifications and experience stated in the Scheme of Service for Junior Staff.

5.2 **Vacancy:**

Vacancy to an established position shall normally be advertised internally and/or externally, except positions to be filled by promotion.

5.3.1 **Appointment to an Established Position :**

Every appointment to an established position shall be made in writing by the

Registrar and shall not be valid until it has been accepted in writing.

5.4 **Contract Appointment**

Contract Appointment may be made according to the needs of certain units.

The terms and conditions of employment under this sub-head shall be strictly based on agreement.

5.5 **Temporary Appointment:**

(a) A temporary appointment shall be in the manner prescribed in 5.3 above, except that the length of the temporary appointment shall normally be stated on the letter of appointment.

(b) If the appointment has not been determined before the expiration of the stipulated duration, the Head of unit concerned shall recommend to the Registrar for renewal, provided that such renewal shall be for a research or other project of uncertain duration.

(c) Temporary members of staff shall be paid a fixed salary in accordance with the existing salary scales appropriate to their grades.

5.6 Probation and Confirmation:

(a) All persons appointed to an established position shall be on probation for two years, after which, they will become eligible for confirmation subject to a report of satisfactory work and conduct by the Head of the unit concerned.

(b) Temporary appointment of a member of staff to an established position shall count as part of the period of probation.

(c) A confirmed staff who transfers from any other sector of the Nigerian public service shall not be deemed to have been confirmed for the purpose of this regulation.

(d) Such a staff in 5.6 (c) above shall be required to comply with 5.6 (a) above.

(e) If after two years' probationary service, the appointment of a member of staff cannot be confirmed because of unsatisfactory work and/or conduct, the probationary period may be extended by six (6) months during which the member of staff would not be entitled to any increment. If at the end of the six months' extension, the work and /or conduct is still unsatisfactory, the appointment shall lapse

5.7 **Financial Provision for Appointment:**

No appointment of a Junior Staff shall be made unless financial provision has been made for it.

5.8 Declaration of Age:

Every member of staff shall disclose the true age on first appointment. An appointment shall not be valid unless it is supported by acceptable evidence of age.

No member of staff shall be permitted to alter the age declared on first appointment.

5.9 **Medical Examination:**

Appointment to an established position is subject to a certificate of medical fitness issued by the University Health Services and forwarded to the Registrar

5.10 Possession of Higher Qualification by Staff

- (i) Any member of staff who possesses a qualification higher than that required for the position for which he/she is appointed shall not rely on that higher qualification for purposes of further appointment and promotions in the University.
- (ii) Any member of staff who obtains higher qualification in the course of employment shall not have such qualification reckoned with for purposes of further appointment and promotion except if the course of studies leading to the qualification was embarked on with due approval

5.11 Disqualification for Appointment.

a) A conviction for a criminal offence not quashed on appeal, or a dismissal or termination from a previous post shall disqualify a person from being offered employment by the University.

Where a member of staff is found to have deliberately withheld such information from the University, such a member of staff shall be liable to summary dismissal.

b) A member of staff whose appointment in the University had been terminated on grounds of misconduct shall not be re-appointed into the University service.

5.12 Designation:

The designation of a junior member of staff shall be as provided in the Scheme of Service for junior staff or as may from time to time be determined by Council.

5.13 Interviewing Panel:

All permanent appointments to junior staff positions shall be made through an interview conducted by a Panel in which the Registrar is Chairman and the Head of unit concerned is represented.

The Panel may co-opt any person it deems necessary. The Registrar shall convey the offer of appointment to the successful candidate.

6.0 PROMOTIONS

6.1 APPOINTMENTS AND PROMOTIONS COMMITTEE FOR JUNIOR STAFF

6.2 Membership

The Registrar - Chairman

Four Council Representatives, three of whom shall be external members

Bursar

University Librarian

Director of Works

Representatives of College /Faculties, College and each Faculty being represented by one person

Deputy Registrar Establishments (Non Academic).

Deputy Registrar and Secretary College of Medicine

Secretary: Registrar's Nominee

In Attendance:

Deputy Registrar Administration

Two NASU Representatives

6.3 **Guidelines for Promotion:**

The promotion of a junior member of staff shall be made by the Appointments and Promotions Committee for Junior Staff on the recommendation of the Head of unit concerned.

- (a) Any member of staff recommended for promotion to a higher position must possess the qualifications and experience required for that post as shown in the Scheme of Service or as may from time to time be determined by Council. The Committee may, however, at its discretion, waive the qualifications and consider long experience;
- (b) Acquisition of additional qualification shall not lead to automatic upgrading /promotion;
- (c) Members of Staff must meet the minimum requirement of 3 years on the position since last promotion or appointment;
- (d) Any member of staff that has a pending disciplinary issue would have his promotion put on hold until the determination of the case;
- (e) Heads of units are to submit copies of their recommendations on staff based on:
 - (i) increased responsibility
 - (ii) marked efficiency and high level of performance
 - (iii) additional academic/professional qualification (if any)
 - (iv) computer literacy
 - (v) initiative
 - (vi) personal integrity
 - (vii) experience
 - (viii) disposition/attitude to work.

6.4 **Point of Entry on Promotion:**

Any staff promoted from one grade level to another should enter the higher scale at a point that gives a minimum advantage in salary.

7.0 **DUTIES OF STAFF:**

The duties of every member of staff shall be as laid down in the current Scheme of Service or as may be reviewed from time to time.

7.1 Posting to units:

(a) Any member of staff on an appointment may be posted to any unit in the University at the discretion of the Registrar after due consultation with Heads of unit.

Every member of staff from the date of the appointment shall also discharge any other lawful duties as may be assigned by Heads of unit.

8.0 SALARIES

8.1 Point of Entry:

The point of entry into the University salary scale for a junior member of staff on first appointment shall normally be the lowest on that scale.

8.2 Enhanced Point of Entry:

New appointees possessing exceptional previous experience, particular technical ability, or any special qualifications may, subject to the approval of the Registrar and there being adequate financial provision, be permitted to enter the salary scale at a point higher than the lowest. This shall be on the recommendation of the Interviewing Panel.

8.3 Wrongful Placement on the Salary Scale:

- (a) Where it has been found out that a member of staff has been wrongly placed on the salary scale, the Registrar may, at any time, rectify the error.
- (b) Any member of staff whose salary is altered in accordance with 8.3(a) above shall be eligible to receive arrears as may be due, or may be called upon to refund any over-payment made as a result of the error.

9.0 LEAVE

(A) Annual Leave:

Leave shall be granted by the Registrar on the recommendation of the Head of unit.

The duration of leave to be granted to members of staff during a calendar year shall be as follows:

CONTISS 02 - 03 -----	14 working days
CONTISS 04 - 05 -----	21 working days

9.1 Leave Year:

The leave year shall be the period from 1st January in any year to 31st January of the following year. Members of staff shall be free to take their leave in whole or in installments anytime within the period, subject to unit exigency. All leave entitlements shall be taken within the year.

9.2 Prorated leave:

Prorated leave may be granted to a member of staff whose appointment terminates during the leave year provided he has served for not less than six (6) months within the leave year. If it is convenient, the grant of leave may be so arranged as to run concurrently with the notice and to expire, if possible, on the same day as the notice.

If a member of staff has enjoyed more leave during the leave year than the staff is entitled to, such a member of staff will be required to refund salary at the rate at which it was paid for the number of leave days enjoyed in excess of the entitlement.

9.3 Leave Roster:

- (a) In order to ensure that all members of staff are granted the duration of leave for which they are eligible during the leave year at the time most convenient to the service of the University, Heads of unit shall prepare and maintain leave rosters in respect of periods of leave subject to administrative directives.
- (b) A member of staff who joins the University service a leave year or who returns from study leave and/or in-service training during a leave year and has not served for a minimum period of six months during that leave year, will not normally be granted annual leave but a prorated leave.
- (c) Any leave due and not taken in respect of a particular leave year shall lapse and will not be credited to the leave entitlement of the member of staff for the following leave year.

However, if owing to exigency of service, it is impossible for the member of staff to take the whole of the leave granted, the remainder shall be carried forward provided always that the total leave entitlement is taken before the 31st day of January of the leave year.

9.4 Deferment of Leave

Annual leave cannot be deferred. However, in special cases where unit exigency does not permit a member of staff to utilize the leave during the leave year, a letter from the unit stating such fact should be sent to the Registrar for approval.

9.5 Recall from Leave:

Heads of unit with the consent of the Registrar, may recall a member of staff to duty before the expiration of the authorized leave. In requesting for such consent, the Head of unit shall state the peculiar circumstances of the case. Any portion of the leave so curtailed shall be taken at a later date at the convenience of the unit.

B. Casual Leave:

- (a) A member of staff who has utilized the whole of the leave entitlement for the year may be granted casual leave at the discretion of the Head of unit. The leave shall not exceed seven (7) days in any leave year and shall be taken without loss of salary. The Registrar shall be notified in writing on every occasion.
- (b) In exceptional cases, a member of staff who has exhausted both the annual and casual leave entitlements may be granted a few days leave without pay.

C. Examination Leave:

- (a) A member of staff undergoing approved part time study shall be allowed examination leave on full pay to take an examination.
- (b) The duration of examination leave shall be for seven (7) working days in any calendar year.
- (c) If the period of examination is more than seven (7) working days, any period in excess of seven working days shall be deducted from the annual leave for the year.
- (d) Where the annual leave has also been exhausted, the member of staff may be granted leave without pay.
- (e) Application for examination leave is granted by the Registrar on the recommendation of the Head of unit and all applications must be accompanied by copies of the examination time table and the letter of approval to undertake the study.

D. Sick Leave:

- (i) A member of staff not being on leave of absence, who is absent from duty on the ground of ill-health, shall be regarded as absent on sick leave, provided such absence is covered by a sick report from a registered Medical Officer working with an accredited Health Maintenance Organisation (HMO) under the National Health Insurance Scheme (NHIS) for non UHS Staff enrollees or any Government Medical Officer and duly certified by the Director, University Health Services.
- (ii) A member of staff on annual leave, who is prevented from resuming duty at the expiration of the authorized leave by reason of ill-health and presents a medical report from any recognised hospital and duly certified by the Director, University Health Services may be granted an extension of leave.
 - (iii) The maximum aggregate period of sick leave that can be allowed a member of staff, who is not hospitalized, during any period of twelve (12) months shall be six (6) weeks.
 - (iv) Where such a member of staff has been absent from duty on the ground of ill health for an aggregate period in excess of six (6) weeks within twelve (12) months, such staff shall be made to appear before the Medical Board duly constituted by the Board of Health to ascertain whether he/she should be invalidated from the University services. Any period of absence on the ground of ill health, in excess of the prescribed aggregate period, shall be without pay and will not be reckoned for purpose of increment or promotion.
 - (v) A member of staff, who is incapacitated as a result of injury sustained in the actual course of the official duties, shall be entitled to draw full salary until he/she is declared fit to return to duty or permanently invalidated.
 - (vi) A member of staff, who is recommended by the Medical Board to be permanently invalidated, will forthwith commence terminal leave, if any, prior to retirement in accordance with the Pension Act.

A hospitalized member of staff may be allowed six calendar months with full pay in the first instance, subject to extension for another six months. Thereafter, arrangements should be made for the member of staff to appear before the Medical Board that shall determine if he/she should be invalidated from the service or be allowed further sick leave.

E. Study Leave:

Study Leave shall be leave with pay.

(a) Eligibility

Study Leave may be granted only to a member of staff whose appointment has been confirmed and has spent not less than five years on the job.

The proposed course of study shall be of value and relevance to the functions of the unit.

(b) Period of Study Leave

Study Leave shall be granted for not more than one year in the first instance.

Extension of Study Leave for further period of not more than one year may be granted on the receipt of satisfactory report from the institution or place of training involved.

(c) Procedure for Application

(i) An application for study leave shall be submitted by the staff through the Head of unit to the Registrar.

(ii) All applications shall be submitted through the Head of unit with specific comments on the relevance of the course to the work of the unit.

(iii) In case of extreme urgency, the Registrar on behalf of the Appointments and Promotions Committee for Junior Staff may permit a member of staff to proceed on study leave for not more than three months and such cases shall be reported to the Committee at its next meeting.

(d) Conditions applicable to Study Leave:

(1) The period of study leave shall not be leave earning.

(2) Subject to availability of funds the following may be paid:

- (i) Cost of tuition from the approved institution;
- (ii) Cost of books and laboratory equipment; and
- (iii) Cost of passages on economy class only.

(e) Where (d)2 (i-iii) above apply, the member of staff shall be bonded.

Any member of staff bonded, shall be made to serve two years for every year of study leave

F. Leave of Absence

Generally, leave of absence is without pay.

There are three categories of leave of absence:

- (e) Leave of absence granted staff in order to take up public, academic, national and international appointments.
 - (f) Leave of absence granted staff to pursue academic/professional courses.
 - (g) Leave of absence granted staff for other reasons
- i. The University may grant not more than three years leave of absence to members of staff who seek to take up other full time public appointment. The leave of absence shall be subject to an annual renewal.
Members of staff who intend to continue such appointments after the three years will be required to transfer their services to their new employers, but they are free to transfer their services back to the University, if they wish to return to the University, subject to vacancies.
 - ii. Members of staff invited for International, National, State, Local Government, etc. service shall only be granted leave of absence on tenure basis. In cases where such staff gets extension of service, approval can only be granted where there is justification from the staff and the unit for continued absence.
 - iii. Leave of absence shall be granted to members of staff for one (1) year only in the first instance for academic/professional pursuits on the recommendation of the respective Heads of units to the Registrar. This may be renewed annually for a maximum period of five (5) years.
 - iv. The University may grant leave of absence for one (1) year only on domestic grounds, to members of staff who wish to accompany their spouses proceeding on leave of absence. This may be extended for good reasons up to a maximum period of three (3) years provided such member of staff do not take up full time appointment in the public service during the period.
 - v. Applications for temporary leave of absence of not more than three (3) months shall be considered for approval by the Registrar.
 - vi. A member of staff who takes advantage of these rules shall be deemed to have surrendered the contractual right to annual leave for that year and consequently have no contractual right to the benefits conferred by these regulations, such as, promotion, study leave, superannuation, and pension, etc.

G. Leave for Sporting Events:

A member of staff who is a member of a recognized University Sports Team may, on the recommendation of the Team Manager;

- 1. be granted leave by the Registrar for the purpose of taking part in an approved sporting event.

The period of time during which a member of staff may be permitted to be absent from duty to take part in any such sporting event shall be determined as follows:

- (i) number of days required for the actual sporting activity;

- (ii) number of days required for travelling to and from the place arranged for the sporting event;
 - (iii) number of day(s) in excess of (i) and (ii) above, which are certified as necessary by the appropriate sporting council.
- (2) Any member of staff granted leave under this Regulation shall not be eligible for transport at University expense where team transport is provided.
- (3) The Head of unit shall be informed in writing of the granting of such leave.

H. Leave for Trade Union Activities

A member of staff who is an officer of a registered Trade Union may be granted leave to attend important Trade Union meetings and conferences.

The period of such leave shall be determined by

- (i) number of days required for the actual Trade Union Conference and meetings; and
- (ii) number of days required for travelling to and from the place arranged for the conference or meeting.

I. Maternity Leave

- (i) Any pregnant female member of staff is entitled to sixteen (16) weeks maternity leave with pay.
- (ii) The maternity leave must begin no later than four (4) weeks from the Expected Date of Delivery (EDD).
- (iii) The member of staff must present a medical certificate indicating the EDD, not less than two (2) months before that day.
- (iv) The annual leave for that year shall, however, be regarded as part of the maternity leave; and where the annual leave has been utilized during that leave year, part of the maternity leave equivalent to the annual leave shall be without pay.
- (v) The provision in paragraph (i) applies to any female member of staff who adopts a child who is less than 12 weeks old.
- (vi) Any female staff who is nursing a child shall be granted two (2) hours off-duty every day. This facility shall be granted up to a maximum period of six (6) months from the date she resumes duty from maternity leave.
- (vii) The provision in paragraph (vi) shall also apply to any female staff who has adopted a child who is not more than nine (9) months old, provided that the period of nursing motherhood shall only be granted up till the child is nine (9) months old.

J. Leave for Temporary Staff

Leave for temporary staff shall be defined as in their terms of appointment.

10.0 GUIDELINES FOR PART-TIME STUDY

The following rules shall guide the approval and renewal of Part-Time Study for Junior Members of Staff

- (ix) Only confirmed members of staff are eligible to apply for part-time study. In a situation where the staff commenced a part time programme before being employed, the staff shall be directed to defer the programme for two years, until after confirmation of appointment.

- (x) A member of Staff seeking renewal of approval for part-time studies shall submit a Progress Report at the end of each session.
- (xi) Approval for a new part-time programme may be granted after spending a minimum of three years at the completion of a previous programme.
- (xii) The Registry shall periodically furnish every unit with the number of staff undergoing part-time studies.
- (xiii) As regards examinations, members of Staff on part-time studies shall be advised to observe the provision of 9.0 (C) above.
- (xiv) Heads of units shall advise members of staff to undertake programmes that are relevant to their schedule, and in the interest of the system.
- (xv) Members of staff who are on part-time studies are permitted to close two hours before normal closing time on Friday.
- (xvi) Call for applications for part-time study should be adhered to, since indiscriminate submission during the year shall not be considered.
- (xvii) Approval for part-time study shall be based on the recommendation of the nDepartmental Appointments and Promotions Panel.

11.0 LOANS AND ADVANCES

The following Loans and Advances are available to staff of the University:

- (iv) Motor Vehicle Refurbishing Loan;
- (v) University Assisted Housing Loan;
- (iii) Personal Salary Advance; and
- (iv) Touring/Cash Advance.

11.1 Motor Vehicle Refurbishing Loan

The following conditions are attached to granting this loan subject to availability of funds in the University:

The Staff Beneficiary must

- (i.) be a confirmed staff;
- (ii.) have capacity to pay back subject to a minimum of one-third (1/3) of gross salary rule as take home;
- (iii.) know that repayment period is for a maximum of 24 months;
- (iv.) know that amount to be granted is dependent on the capacity of each applicant;
- (v.) have fully repaid any outstanding balance;
- (vi.) have a vehicle and is required to submit photocopies of the vehicle pa
- (vii.) know that the loan is granted at a favourable interest rate.

11.2 University Assisted Housing Loan

This is a financial support to members of staff for their building projects.

11.2.1 Conditions for granting University Assisted Housing Loan

The Staff Beneficiary must

- (v) be a confirmed staff; and
- (vi) have capacity to pay back subject to one-third (1/3) minimum of gross salary rule as take home before granting the loan.

In addition there must be

- (vii) a repayment period is maximum of 36 months; and
- (viii) the loan is granted at a favourable interest rate.

11.3 Personal Salary Advance

This is an advance granted to staff on request for financial support. However, this Advance is available to newly employed staff on free interest rate in compliance with Financial Regulations.

11.3.1 Conditions for granting Personal Salary Advance

The following conditions guide the granting of Personal Salary Advance:

- (i) Staff must have spent not less than six months in service; in exceptional circumstances, newly employed Staff can be considered.
- (ii) Staff must have fulfilled one -third (1/3) minimum rule on gross pay
- (iii) Salary advance will be deducted over a period of 6 months, commencing from the following month after the advance is disbursed
- (iv) A member of staff is not qualified for another advance until after six months of fully repaying the existing advance.

11.4 PERSONAL SALARY ADVANCE REPAYMENT INTEREST AND CAPITAL SCHEDULE

Table 1: Personal Salary Advance Payment and Capital Schedule for Officers on CONTISS 2-5

CONTISS	CAPITAL AMOUNT	INTEREST	1ST DEDUCTIONS WITHOUT INTEREST	OTHER DEDUCTIONS WITHOUT INTEREST
CONTISS 2-3	7,500	328.13	1,578.13	1,250
CONTISS 4-5	10,000	437.50	2104.15	1,666.67

11.5 Cash/Touring Advance

This is an advance granted for procurement of recurrent expenses in an emergency situation.

11.5.1 Conditions for granting Cash/Touring Advance:

- (i.) Staff must be confirmed.
- (ii.) Staff cannot apply for an amount above the annual salary.
- (iii.) A member of staff with an existing/unretired cash advance is not qualified to apply for another.
- (iv.) Advance given must be retired within the stipulated period of time as specified by the Financial Regulations.
- (v.) Where a member of staff fails to retire an advance granted as at the stipulated period, the amount advanced will be deducted from the staff's salary without any refund if and when the amount is eventually retired.

Note:

The value of such advances shall ordinarily not exceed one month salary except where the Vice-Chancellor's approval has been sought and obtained through the Bursar.

12.0 ALLOWANCES

12.1 Overtime Allowances:

Overtime allowance at the approved University rate shall be paid to appropriate members of staff when they come to work on Saturdays, Sundays and Public Holidays and when they put in extra hours during normal working days.

12.2 Shift Allowance:

Shift allowance at the approved University rate, in lieu of overtime, shall be paid to relevant categories of staff who work on shift duty and are not entitled to overtime allowance.

12.3 Non-Accident Bonus:

- (a) Driver-Mechanics, whether a permanent or temporary member of staff, shall be entitled to an annual non-accident bonus at the approved University rate.
- (b) The term "accident" in this context means any occurrence whereby damage is done to property of any kind or injury is done to persons or animals which, in the opinion of the driver's Head of unit, is attributable to the manner in which such a Driver-Mechanic drove or managed the vehicle.

12.4 Kilometre Allowance

Payment shall be made in accordance with prevailing regulations.

12.5 Rent/Housing Allowance

- (a) Members of staff occupying any University quarters shall pay rents at the prevailing rate(s).

- (b) Housing Allowance shall be as may be prescribed from time to time by prevailing regulations.

12.6 Subsistence Allowance

The prevailing Government regulations shall apply.

12.7: ESTACODE RATES

Table 2: Estacode Rates for Officers on CONTISS 2-5

Officers	Rate
CONTISS 2 -5	\$ 206

Note:

Payment shall be made in accordance with the prevailing regulations.

The trip must be officially approved.

12.8 DUTY TOUR (NIGHT) ALLOWANCE

Table 3: Night Allowances for Officers in the Public Service

Staff	Rate
	N
CONTISS (2-5)	5,000.00

13.0 DISCIPLINE

13.10 JUNIOR STAFF DISCIPLINARY COMMITTEE

13.1.1: Membership

The Registrar - Chairman

Two Council Representatives

Bursar

University Librarian

Director of Works

The Head of the unit of the member of staff concerned, except in a case where such an officer is the member of staff whose conduct is under investigation or the officer is considered connected with the matter under investigation

Two or more co-opted members where necessary

Secretary: Deputy Registrar Establishments (Non Academic).

In Attendance:
Director, University Health Services
The Legal Officer
University Solicitor

13.1.2: **Terms of Reference**

The terms of reference of the Committee are:

- (i) to investigate and consider all disciplinary cases involving all junior members of staff of the University;
- (ii) to make recommendations to Council with respect to all disciplinary cases before it and on any matter that will be in the interest of the proper discipline of junior members of staff of the University; and
- (vi) to make report to Council from time to time;

13.1.3: **Frequency of Meetings**

The Committee shall normally meet every month and the dates of the meeting shall be publicized without prejudice, to special meetings being held, if and when occasions demand.

13.1.4 **Tenure of Office**

Elected members shall hold office for one year in the first instance, renewable for another period of one year, but no elected member shall serve for more than a total period of six (6) years.

Co-opted members shall hold office for a period of five (5) years renewable for another period of five (5) years and no more.

13.2 **Disciplinary Procedure**

13.2.1 *Modus Operandi* of the Committee

The following procedure shall be adopted:

A. Staff Discipline

All issues relating to discipline may be initiated from the Heads of unit.

(i.) Disciplinary issues shall be reported ultimately to the Registrar or the delegate where absent through the Head of unit or designate.

(ii.) The Registrar may act by directing that comments be invited from the concerned staff through the Head of unit or the latter's designate for appropriate action.

(iii.) Where the comments have been received, same shall be tabled before the Committee which shall consider whether it is deserving of further steps or not. The Registrar may act on behalf of the Committee and shall report to the Committee accordingly.

(iv.) Where it is deserving of further process, the Committee may immediately deal with same by inviting the staff concerned to defend himself/herself on the allegation(s) prior to the making of recommendations as appropriate to Council for final determination.

(v.) In appropriate cases, the Committee may forward the documentation of any staff concerned to any of its Panel for further investigation of a matter where such cannot be taken directly by the Committee. In such an instance, the staff concerned and all other persons who are directly or remotely connected shall be invited to assist in the investigation, as it deems fit.

(vi.) In all instances, such Panels are free to co-opt members where necessary and call for documentation relevant and valuable to the investigation. A report shall be made available to the Committee for necessary steps. The steps may include inviting the concerned staff and other relevant persons.

(vii.) The Committee shall be empowered to make recommendations to Council for the final determination of all matters as concerning each staff on discipline.

(viii.) It shall be relevant and important for Council to consider all other additional information and facts presented by each staff concerned after appearing before the Committee.

(ix.) In such cases, the concerned staff may be invited by Council in accordance with the Act for oral comments where the written comments are not sufficient and the Appeals and Petitions Committee of Council will handle it and make recommendations accordingly.

(a) **Tape Recording/Verbatim Report**

The Panel appointed to carry out an investigation shall feel free to use any lawful means at its disposal to ascertain the facts of the situation.

It must obtain written report(s) and may interview the accused person(s), the complainant(s), the eye-witness(es) and other person(s) who can help the Panel (depending on the nature of the case).

These will ensure that investigations are thorough and that missing links in written allegations and written self-defence are identified and taken into account.

(b) **Open Hearing**

Open Hearing may be allowed by the Committee, if found necessary.

13.3 **Failure to Appear before the Committee**

Failure to appear before the Committee and /or its Panel shall attract suspension from duty without pay until the affected member of staff appears before it/them.

13.4: **Dissemination of Information**

Since cases of disciplinary nature are delicate and sensitive, the recommendations of the Committee should not be publicized to the University Community, so that the persons concerned may not feel that their public image is being damaged unnecessarily through undue publicity.

This is without prejudice to Council giving information to the University Community in respect of cases that demand such publicity.

13.5: **Gradation of Sanctions**

The Committee's disciplinary measures shall be ranked according to the nature, rampancy, previous record of the offender, position of offender vis-a-vis other offender(s) and the gravity of the misconduct. The following are the gradation of the sanctions:

- (i.) Verbal reprimand;
- (ii.) Serious reprimand (in writing);
- (iii.) Specific punitive measure; e.g.
 - (a.) Loss of annual increment for a specified period;
 - (b.) Delay of promotion/appointment for a specified period;
 - (c.) Loss of headship or other administrative position of honour and responsibility for a specified period;
 - (d.) Deferment of confirmation of appointment for a specified period; and
 - (e.) Surcharge.
- (f) Suspension without pay for a specified period;
- (g) Forced resignation (non-compliance with this option leads to (h));
- (h) Termination of appointment/contract appointment;
- (i) Demotion and termination, where termination alone is not considered adequate punishment
 - (j) Dismissal (applicable in case of gross misconduct including conviction by a court of law); this shall follow due process.

B. Procedure for Staff Complaints

Where members of staff have complaints, such shall be reported through the Head of unit to the Registrar for necessary action.

13.6 Effect of Disciplinary Measure on Promotion

Pronouncement of discipline under 11.5 (ii-iii (a-f)) above shall attract loss of promotion for one year.

13.7 Interdiction:

- (a) When a member of staff has been charged with a criminal offence, whether or not connected with the University, the Registrar may interdict the staff from duties forthwith.
- (b) Formal notice of interdiction shall be given to the member of staff concerned in writing. The notice shall state the date from which the interdiction takes effect, and the reason(s) for such interdiction;
- (c) Where a member of staff has been interdicted, such staff shall be entitled to receive half of the salary.
- (d) A member of staff who is under interdiction shall be required to hand over any property of the University in his/her charge to such a person as the Head of unit shall order and such an interdicted staff shall be forbidden to carry on the duties and visit the place of work except with the express permission of the Registrar.
- (e) Where a member of staff under interdiction is found not guilty of all charges, such shall be reinstated and shall receive the balance of the salary for the whole period of the interdiction. The Council may, however, following due process, review the circumstances of each case with a view to determining the desirability of the continuation of service of the staff concerned in the

University. If it is found undesirable that the member of staff should continue in the service of the University, the appointment may be terminated forthwith from the service of the University.

13.8: Suspension

- (a) Whenever, in the opinion of a Head of unit, misconduct which is of such a nature as not to warrant dismissal has been committed by a staff, the Head of unit concerned may recommend to the Registrar that the staff be suspended without pay for a specific period of not more than 3-months in the first instance.
- (b) Whenever in the opinion of the Registrar, a *prima facie* case of misconduct has been made against a member of staff and it is necessary to investigate the matter further with a view to determining the guilt or the appropriate disciplinary action, the member of staff may be suspended pending the determination of the case. Thereafter, the matter shall be referred to the Junior Staff Disciplinary Committee.
- (c) When a member of staff has been suspended, the staff shall thereupon be forbidden to carry on the duties and to visit the place of work without the express permission of the Registrar. The member of staff may also be called upon to hand over any uniform, Account Books and Records, and any other property of the University.
- (d) The Registrar or the designate shall convey notice of suspension to the staff concerned in writing on behalf of Council.
- (e) Where the staff concerned is eventually found not guilty of the misconduct, all withheld salary shall be paid.

13.9 Termination:

- (a) An unconfirmed member of staff with unsatisfactory probationary service, may have the appointment terminated with a month's notice or a month's pay in lieu of notice if at any time during probation, the head of unit or the Registrar is of the opinion that it is undesirable that the staff should continue.
- (b) A member of staff who is confirmed may have the appointment terminated by the University on grounds of general misconduct to the scandal of the University or to the prejudice of discipline and proper administration of the business of the University as contained in the definition section following due process.
- (c) A member of Staff on contract appointment may have the appointment terminated before the expiration of such appointment by reason of general inefficiency or necessity for lack of funds.
- (d) A member of Staff on contract appointment may terminate such appointment before the expiration of the contract by giving one calendar months' notice or pay a month's salary in lieu of notice.
- (e) A confirmed member of staff whose appointment is terminated for inefficiency shall be given one calendar month notice or alternatively one month's pay in lieu of notice.
- (f) A member of staff whose appointment has been terminated for inefficiency may be allowed to continue to stay in University premises for a period not exceeding one month.

(g) A member of staff who terminates the appointment by resignation shall be required to give a month's notice or pay a month's salary in lieu. The staff shall also be required to vacate University premises immediately or at the expiration of the notice.

13.10 Dismissal:

- (a) A member of staff under interdiction who is found guilty of any of the charges preferred against such a staff may be dismissed and if so, shall not subsequently receive any part of any short-payment of the salary, notwithstanding that the staff may have been found not guilty of some of the charges.
- (b)
 - (i) Failure to disclose any previous conviction for a criminal offence will lead to summary dismissal.
 - (ii) A member of staff convicted of a criminal charge shall not receive any salary for the period following the date of the conviction, until the Council shall have considered the case.

In the event of any acquittal on appeal, the question of continuation in service and payment of arrears of salaries shall be determined by the Council.

- (c) Upon conviction of a member of staff on a criminal charge, the staff shall be dismissed, or have the appointment terminated with effect from the date in which the staff was convicted.

A member of staff of the University shall be dismissed if the staff:

- (i). corruptly accepts or obtains from any person(s), for self or for any other person(s), any gift or consideration as an inducement or reward for doing or forbearing to do any act in relation to the University's affairs or business or for showing or forbearing to show favour or disfavor in relation to the University's affairs or business.
- (ii) whilst employed in a full-time or part-time capacity acts as attorney or agent against the University in a matter;
 - (iii) falsifies testimonials or personal records.
 - (iv) No notice or salary in lieu of notice shall be given to a staff dismissed for misconduct. Dismissal shall take effect from the date on which the decision was taken.

13.11 Warnings:

- (a) A member of staff who commits an act of misconduct or who is inefficient in the performance of the duties may be queried or/and warned orally.
- (b) A member of staff whose conduct or work appears unsatisfactory shall be given a query. If the reason is considered by the Head of unit as adequate, no further action shall be taken. If the reason is not considered adequate, a decision shall be recorded in writing.
- (c) If the decision is to be conveyed in writing, a copy each of the query and written decision shall be forwarded to the Registrar so that the warning can be entered in the record of service.

14.0: ACCOMMODATION

The Junior Staff Housing Committee caters for the accommodation of Junior Staff within the University system.

14.1: The Junior Staff Housing Committee

Composition/Membership

Registrar	-	Chairman
Director of Works	-	Member
Deputy Registrar (Establishments (Non Academic)	-	Member
Deputy Registrar (Legal)	-	Member
Chief Security Officer	-	Member
Chief Health Officer	-	Member
President, Abadina Community Council	-	Member
Chairman, NASU	-	Member

In Attendance

Director of Audit	
Director, Physical Planning Unit	
Deputy Bursar (Administration)	
Registrar's nominee	- Secretary

14.2: Extant Rules and Regulations Governing Allocation

- (i) The Committee considers due applications from staff within CONTISS 2 – 5.
- (ii) Members of staff promoted to CONTISS 6 cease to enjoy the privilege of accommodation and other ancillary privileges attached to residences at the Junior Staff quarters such as change of accommodation.
- (iii) Members of staff are eligible for allocation of accommodation after duly completing the required forms and having their appointments confirmed.
- (iv) Fresh allottees are only entitled to designated apartments.
- (v) An allottee is only entitled to a change of accommodation after two (2) years of an initial allotment.

14.3 Vacation of Quarters

- (i) Members of staff moving out of allocated quarters, shall give a month's notice in writing to the Committee for further necessary action.
- (ii) Vacated quarters shall be inspected by the Security Unit, Estate Unit, Works and Maintenance Department and the Secretary of Abadina Community Council.
- (iii) Members of staff shall not be cleared if the quarters to be vacated is in deplorable condition.
- (iv) Members of Staff shall be required to carry out necessary repairs before vacation of any quarters.
- (v) A member of staff shall be surcharged for any damage not repaired before vacation.

14.4 Retirement from the services of the University

- (i) Members of staff retiring from the services of the University shall be expected to leave University quarters, if they are occupying any, not later than the date of the retirement.
- (ii) A retiring member of staff, who stays in quarters beyond this stipulated period shall be legally evicted.

14.5 DISMISSAL, LAPSED AND TERMINATED APPOINTMENTS

Members of Staff who are dismissed or whose appointments are terminated shall not be covered by the preceding rule, but shall be subject to the stipulated conditions in the letter of disengagement given to the staff by the University.

14.6. PROLONGED ABSENCE

- (i) Members of staff on leave of absence must make suitable arrangement for paying the rent as and when due. Defaulters shall be legally evicted.
- (ii) No member of staff who is away from the University for whatever reason(s) shall keep the house/flat indefinitely.

After a maximum of three (3) years, the house shall revert to the Committee.

14.7 RESIGNATION

- (i) A member of staff who resigns from the University must vacate the quarters not later than the day on which the notice of resignation expires.
- (ii) Occupancy beyond the date of expiration of the notice, shall lead to the University taking steps to legally evict such member of staff.
- (iii) The Chairman on the advice of the Committee and upon application by the staff concerned may approve an extension of occupancy for a period not exceeding three (3) months.

14.8 TRANSFER OF UNOCCUPIED ACCOMMODATION

Houses are allocated to members of staff on the understanding that they reside there. Any staff who fails, neglects or refuses to take up the accommodation or decides to leave the place physically unoccupied or transfers the same to person(s) not approved by the Committee, shall have such allocation revoked, and the University shall legally repossess the accommodation.

14.9 WIDOWS AND WIDOWERS

Widows and widowers of members of staff who die in service shall expectedly be given courtesy and assistance in bearing their grief. They will however not be permitted to remain in University quarters beyond one year (1) of the death of the spouse.

14.10 OTHER RULES GOVERNING ALLOCATION

- (i) The name of any member of staff who is found to have given false information on the application form for allocation shall be struck off the list of applicants in addition to standing the risk of being sanctioned for dishonesty.
- (ii) Members of staff to whom houses/flats have been allocated shall take up occupation **within two (2) weeks** from the date of receipt of the letter of allocation. Failure to do so will lead to immediate forfeiture of the allocation. (Redecoration and minor repairs will not be acceptable reasons for reluctance/refusal to move, as this can be carried out after occupation).
- (iii) Any refusal to take up an allocation, which meets the stated requirements of an applicant's choice, precludes any other application from the staff, provided that such an accommodation is not in a total state of disrepair.

14.11. USE OF RESIDENTIAL QUARTERS

- (i) It shall be the responsibility of staff to maintain peace, order and good neighbourliness in the residential quarters as well as to keep the environment clean.
- (ii) A quiet atmosphere consistent with a serious academic environment is expected in staff quarters, and all staff residing on campus must bear this in mind. Specifically, quietness shall be maintained from 11.00 p.m. to 6.00 a.m. No late night parties are allowed.
- (iii) A resident of a house/flat shall make no modification to the structures of an existing building, and no part of the building shall be made to function as a shop, a business centre or any other purpose or use.
- (iv) Domestic animals like goats, sheep, dogs or poultry, shall not be allowed to roam freely about. Poultry may be kept in cages provided it does not constitute a nuisance (e.g. offensive smell) in any way to the neighbours.
- (v) Members of Staff who reside on campus are expected to keep their surroundings clean at all times.
- (vi) Members of Staff who live in blocks of flats should arrive at an agreement on modalities for cleaning their premises
- (vii) No Member of staff is exempted from joining others in arriving at a consensus on cleaning their blocks.
 - (viii) Failure to comply shall attract stiff sanctions.
 - (ix) Members of staff are expected to inform the Office of the Registrar of the date of occupation and to submit the key to the Works and Maintenance Department whenever there is a change of accommodation.
 - (x) The foregoing rules do not preclude the signing of tenancy agreement.

(xi) Members of staff should note that these rules are subject to change from time to time on the recommendation of the Committee and approval of the Governing Council.

15.0 AVAILABLE FUND FOR STAFF DEVELOPMENT

15.1 Conference Support Fund

15.2 Criteria for Award

The following principles shall apply:

1. Support for one local conference in two years; and
2. Support for one international conference in three years.
3. Preference would be given to staff below the grade of a Professor where there is a joint presentation.
4. In case of a joint presentation, preference would be given to the lead presenter.
5. There must be an accepted paper for presentation at the Conference. Exceptions may be made for junior academics and non-academic staff who need exposure at local and international conferences.
6. The abstract of the papers presented would be published electronically.
7. Applications for conference support must include the following:
 - (i.) Formal letter of Invitation
 - (ii.) Letter/Statement of Intent
 - (iii.) Status of the applicants i.e. Lecturer I, II, Administrative Officer, Research Assistant, etc.
8. Applications for conference support shall be submitted at least three months before the conference/workshop date.
9. Applicants shall submit a report on return from the conference.

16.0: OTHER WELFARE MATTERS

As contained in Regulation 15.0 of PART 1 (Regulations governing conditions of service of Senior Staff) of the Staff Information Handbook

17.0 RETIREMENT

As contained in Regulation 16.0 of PART 1 (Regulations governing conditions of service of Senior Staff) of the Staff Information Handbook

18.0 PENSION

As contained in Regulation 17.0 of PART 1 (Regulations governing conditions of service of Senior Staff) of the Staff Information Handbook

19.0 RULES ON STAFF BONDING TO THE UNIVERSITY

A member of Staff who enjoys sponsorship by the University for Study Leave shall be bonded to return to the services of the University at the end of the programme, failing which the member of staff shall be liable to:

- (i.) pay a sum equal to three (3) times the amount expended by the University on the staff;
- (ii.) refund a sum equal to three (3) times the total salary received during the period; and
- (iii.) refund any other sum accruing to the staff through the University.
- (iv.) A member of staff who fails, neglects and/or refuses to comply with any or all of the foregoing as applicable, shall be liable to summary dismissal from the University.
- (v.) The University shall, where it has information of the person's current place of employment/institution, notify such of the conduct of the staff
- (vi.) The University shall commence legal proceedings against such a person.

20.0: STAFF AUDIT AND PERFORMANCE EVALUATION

As contained in Regulation 19.0 of PART 1 (Regulations governing conditions of service of Senior Staff) of the Staff Information Handbook

CODE OF CONDUCT FOR SECURITY STAFF

1.0 Security staff in the service of the University shall abide by the following Code of Conduct as shown in Table 1:

Table 1: Code of Conduct for Security Staff

S/N	Code of Conduct	Penalty
1.	Not be absent from duty without permission from the appropriate officer or reasonable cause or report late for duty.	Written warning for lateness for first offender. Loss of pay for the period of absence for first offender. Note: where the staff is habitual in the breach of this code, stricter punishment shall be meted out.
2.	Account for or make proper and true returns of any property belonging to the University in his/her possession whenever required to do so.	Written warning/payment for the cost of such loss(es)
3.	Not directly or indirectly solicit, accept or receive a present, or bribe, gratuity or reward either in kind or cash from anyone in the course of performing his/her duty or in any way involve himself/herself in any act of dishonesty or impropriety.	Dismissal
4.	Not place himself/herself in a position where he/she is in debt to any person who is interested in any matter in the University.	Written Warning for first offender
5.	Not misuse/abuse the position as a security staff of the University.	Serious written warning for first offender
6.	Not willfully or negligently lose or damage any article of clothing or accoutrement or any document or other property of the University issued to him/her or used by him/her or entrusted in his/her care.	Written warning and payment for the cost of replacement
7.	Report to his/her Head of Department within 24 hours any loss or damage to clothing or other articles supplied to him/her or entrusted to his/her care.	Written warning for first offender
8.	Not act in any manner prejudicial to good order and discipline or unbecoming of a member of the Security Unit.	Serious written warning
9.	Obey or carry out any lawful instructions given; orally or in writing, by a security staff senior in grade to him/her or any other Officer of the University who is designated to give such	Termination of appointment as maximum punishment

	instruction.	
10.	Not take any alcoholic drink while he/her is on duty, or bring alcoholic drink to his/her allocated beat or post; He/she shall not demand or endeavour to persuade any person to give him/her any alcoholic drink while he/she is on duty.	Loss of promotion for first offender
11.	Not make or sign a false statement in an official document or book.	Dismissal as maximum punishment.
12.	Not be oppressive or tyrannical in his/her conduct to any member of the Security staff, or any member of the University.	Serious written warning for first offender
13.	Not use obscene, abusive, or insulting language on any member of the University community (staff and students).	Written warning for first offender
14.	Not withhold from the Head of Department any information touching on any security problem or in respect of any member of the public considered to be a security risk in the University.	Termination
15.	Work at his/her beat regularly and properly, he/she shall not sleep while on duty; he/she shall not leave his/her beat or post without due permission or sufficient cause.	Termination as maximum punishment
16.	Not negligently permit a suspect to escape or in any way neglect to perform his/her official duty.	Termination
17.	Not carry on any trade, business, or profession during working hours, or accept/engage any other paid employment, trade or business which is in conflict with the security services of the University or his/her terms of employment.	Termination as maximum punishment
18.	Not spread rumours capable of inciting the security staff to rebellion or causing disaffection among members of the security Department or anyway interfere with orderliness or good relationship of members of the University community.	Termination as maximum punishment
19.	Be neat, properly and formally dressed while on duty.	Written warning for first offender
20.	Not disclose to unauthorized person(s) any official secrets which come to his/her knowledge in the course of his/her official duties.	Termination as maximum punishment

2. Penalty for Repeated breach of the Code of Conduct

Notwithstanding the penalty provided for breach of any Code of Conduct, a security staff shall be liable to termination of appointment or reduction in rank, or suspension

of annual increment, or dismissal if found guilty for repeated breach of any of the provisions of the Code of Conduct;

If the Security Staff:

- (i) Had been warned in writing previously up to three times by his/her Head of Unit or was given a serious warning in writing by the University for breaching the Code;
- (ii) Had previously been given two serious warnings in writing by the University for breaching the Code;
- (iii) Commits any act of gross misconduct such as dishonesty, disloyalty, tyrannical conduct, gross negligence of duty or general misdemeanour resulting in loss of property either of the University or individual staff/student of the University within the campus, or in the course of carrying on University duties or assignments, or the act is one capable of causing embarrassment/disrepute to the University or he/she acts in a manner which the University considers to merit any of the penalties stated above.

APPENDICES

APPENDIX 1

SCORING TEMPLATE FOR THE APPOINTMENT OF EMERITUS PROFESSORS

PROVISION FOR THE SENATE GUIDELINE	OPERATIONALISING POINTS	% SCORE	REMARKS
A (v)	Requisite length of service requirement	9	4 points for the 15 years baseline, 1 point for each extra year to a maximum of five years
A (vi)	Teaching and supervising of students	15	2 points for Teaching UG Students. 4 points for Teaching PG Students (Master, MPhil/MPH, Ph.D). 2 points for supervising UG Students 7 points for supervision of PG Students(Master(1), MPhil/MPH (2), Ph.D. (4) or Medical residents
A (vii)	<ol style="list-style-type: none"> 1. % of single authored papers 2. % authored with students/colleagues 3. % co-authored with other local 	10	2 ½ marks for at least 5 publications, each category making a total of 10 marks.

	collaborators		
	4. % authored with foreign collaborators		
	5. Local content of academic contribution		
A (viii)	1. Academic/Administrative positions held in the University and outside of it.	10	1. 1. Attracts 5 points 2. Attracts 3 points 3. Attracts 2 points
	2. Services to the community in the locality of the University		
	3. Services rendered Nationally and Internationally		
A (ix)	1. % of publications in international Journals.	6	1. 4 points for international Journals.
	2. (Not location bound).		2. 2 points for Local Journals
	2. % of Publications in Local Journals		1. For a minimum of 40 Publications 2. For a minimum of 20 Publications
			Books can be maximum of 50%
A (x)	1. % of publications after promotion to Professor.	10	1. 6 points (2 points for the baseline; 2points for additional 50%; 2 points for any extra publications)
	2. Evidence of publication in the last three years.		2. 4 points (2 points for 5 publications; 1 point for each additional up to a maximum of 4 points

**SCORING TEMPLATE FOR THE APPOINTMENT OF EMERITUS PROFESSORS
(Cont.)**

PROVISION FOR THE SENATE GUIDELINE	OPERATIONALISING POINTS	% SCORE	REMARKS
C (i)	1. Grants and benefit to the candidates, and/or the Departments/University. 2. Involvement in outstanding /quality Research	25	1. Attracts maximum 15 points 2. Attracts maximum 10 points (Patents, copyright, awards and others)

C (ii)	1. Relevance of the five-year proposal sub-mitted by the candidate. 2. Viability of the proposal. 3. Potential impact of the proposal.	15	5 Points for each criteria.
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GUIDELINES IN WRITING CURRICULUM VITAE TO AID ASSESSMENT OF EMERITUS PROFESSORS

CURRICULUM VITAE

I. (a) Name: Surname first and please underline the surname

(b) Date of Birth: Day, Month, Year e.g. (09 March, 2015)

(c) Department

(d) Faculty

II. (a) First Academic Appointment at Ibadan:

(b) Date of Promotion/Appointment to the rank of Professor:

(c) Date of Retirement from the University

(d) Number of years spent in University Service

(e) Number of years on Leave of Absence

III. University Education (with dates)

IV. Academic Qualification (With dates)

V. Professional Qualifications and Diplomas (with dates)

VI. Scholarships, Fellowships and Prizes (with dates) in respect of undergraduate and postgraduate work only.

VII. Honours, Distinctions and Membership of Learned Societies

- (a) National
- (b) International

VIII. Details of teaching experience at University level

- (a) Teaching of undergraduate students
- (b) Supervision of undergraduate students
- (c) Teaching of postgraduate students (Master, MPhil. and PhD)
- (d) Supervision of postgraduate students (Master, MPhil., M.P.H, MD and PhD)

IX. DETAILS OF ADMINISTRATIVE EXPERIENCE

X. DETAILS OF COMMUNITY SERVICE

- (a) Locality of the University
- (b) National
- (c) International

THE FOLLOWING SECTION SHOULD CONSTITUTE A SEPARATE ATTACHMENT TO THE CURRICULUM VITAE

XI. RESEARCH OUTPUT

- a) Completed
- b) In progress
- c) Dissertation and Thesis

XII. PUBLICATIONS

- (a) Books Already published

- (b) Chapter in Books already published
- (c) Articles that have already appeared in Refereed Conference Proceedings
- (d) Patents
- (e) Articles that have already appeared in Learned journals
- (f) Books, chapters in Books and articles already accepted for publication.
- (g) Technical reports and monographs.

IMPORTANT NOTES:

- (i) Journal articles should be reported as follows:

Author (Surname, Initials); Year in Bracket; Title, Journal in italics;

Volume in bold, Pages.

State the country of origin/location of the Journal

- (ii) Provide the following information along with list of publications-
 - a) Number of single authored articles
 - b) Number of articles co-authored with students/colleagues at the time of publications
 - c) Number of articles co-authored with other local collaborators.
 - d) Number of articles co-authored with foreign collaborators
 - e) Asterisk the publications after promotion to Professorship.

XIII. MAJOR CONFERENCES ATTENDED IN THE LAST FIVE YEARS PRIOR RETIREMENT

XIV. GRANTS ATTRACTED TO THE UNIVERSITY (provide title, amount and dates)

XV. OTHER BENEFITS TO THE INSTITUTION WITH DATES (e.g. buildings, equipment etc.

XVI. 5-YEAR PROPOSED PLAN BY THE CANDIDATE

APPENDIX 2

STUDENT’S ASSESSMENT OF TEACHING EFFECTIVENESS SCALE

Dear Respondent,

You are required to be part of Students’ Evaluation of Teaching Effectiveness in Classrooms at the University of Ibadan, Ibadan, Nigeria. The major objective of this assessment is to improve teaching effectiveness. Therefore, your honest opinion about your teachers’ effectiveness will be an important contribution to the improvement of teaching and learning in the University of Ibadan.

Please supply the following information in the spaces provided. Your responses shall be treated with utmost confidentiality and you are NOT required to indicate your name.

Section A

Faculty/Institute:.....

Department:.....

Level:..... Sex: M Female

CourseCode:

Name ofLecturer:.....

Date:.....Time:..... Lecturer’s Sex: Male Female

In comparison to all other lecturers that have taught you in THIS University, how would you rate this lecturer?

a. Outstanding b. Above Average Average

d. Below Average e. Poor

Any other comments

.....

Section B

Instruction to Students: Put a Mark "X" against each attribute of the lecturer

(1. Poor; 2. Fair; 3. Good; 4. Very Good; 5. Excellent)

The teacher	5	4	3	2	1
i. Enthusiasm					
a. appears confident and friendly					
b. is active and demonstrative when teach					
ii. Warmth					
a. smiles frequently					
b. is approachable in and out of the lecture room					
c. takes time to explain difficult concepts in class					
iii. Credibility					
a. is open, honest and fair in his/her dealings with students					
b. openly solicits and accepts students' comments and criticisms					
c. shows no favouritism in his/her dealings with students					
iv. Expectation for Success					
a. clearly informs students of the course objectives					

b. stimulates students interest in the course					
c. calls all students often and equitably to respond in the class					
d. helps students modify incorrect or inadequate responses					
v. Inspiration and Tolerance					
a. is optimistic, positive and cheerful					
b. is a good and active listener when students are speaking					
vi. Professionalism					
a. treats the subject seriously and with passion					
b. comes to class regularly and promptly					
c. maintains a professional image (appearance, comporment and mannerisms)					
d. is always fair but firm					
vii. Adaptability					
a. is flexible in course activities when the need arises					
viii. Mastery of the Subject					
a. has a good mastery of what he/she is teaching					
b. recommends relevant reading materials for the course and advises students on how to access them					
ix. Pedagogy					
a. uses various instructional approaches (Enhanced lecture, Group, Question & Answer, Discussion, etc.					
b. employs jokes and other creative means in lesson delivery					
c. employs instructional resources in lesson delivery (Multimedia, Real objectives, Technologies etc.)					
x. Assessment					
a. gives regular assignments/tests					
b. provides feedback on assignments/tests					
c. encourages students to successfully complete tasks					

APPENDIX 3

REGULATIONS AND GUIDELINES OF PROMOTIONS FOR ACADEMIC STAFF

UNIVERSITY OF IBADAN

APPOINTMENTS AND PROMOTIONS COMMITTEE FOR ACADEMIC STAFF

REGULATIONS AND GUIDELINES OF PROMOTIONS FOR ACADEMIC STAFF

2017 PROMOTION EXERCISE

CONTENTS

- A. PREAMBLE
- B. OBJECTIVES
- C. PROCEDURE
- D. CRITERIA FOR PROMOTION
- E. THE USE AND ROLE OF INTERNAL AND EXTERNAL ASSESSORS
- F. FINALISATION OF PROMOTION CASES
- G. GUIDELINES FOR EXTERNAL ASSESSORS
- H. CRITERIA FOR APPOINTMENTS AND PROMOTIONS
- I. PROCEDURE
- J. APPEALS FOR RECONSIDERATION OF DECISION OF APPOINTMENTS AND PROMOTIONS COMMITTEE
- K. EFFECTIVE DATE OF PROMOTION
- L. PROCEDURE FOR APPOINTMENTS
- M. PROMOTION DURING LEAVE OF ABSENCE

ATTACHMENT I GUIDELINES ON THE REGULATIONS FOR PROMOTIONS OF
ACADEMIC STAFF OF THE LIBRARY

FORM SAS 1 FORMAT FOR RECOMMENDATIONS FOR PROMOTION BY
DEPARTMENTS

FORM SAS 2 CURRICULUM VITAE FORMAT

APPENDIX 1. DUMMY OF SCORING OF PUBLICATIONS

A. PREAMBLE

Universities are citadels of learning, knowledge-producing institutions and repositories of fundamental knowledge. The major functions of a university are teaching/learning, research and community service. Research is central to these activities, in so far as effective teaching is based on research outcome while effective participation in community service that is knowledge-oriented is also based on research outcomes. Universities should distinguish themselves from other tertiary institutions of learning by focusing more on research, most especially basic research for knowledge creation and applied research to address problems of production through innovation. Without research, universities would be no better than glorified secondary schools. Universities are, therefore, expected to make research their priority. A good university is known and judged by the quality of the output of her research. Universities are expected to reflect the best in terms of contemporary knowledge and academic content.

What makes a sound academic depends largely on the extent to which one's colleagues, peer groups and students are able to read one's contributions, in the form of scholarly publications. The research strength of universities is measured by citations in bibliometric indices per faculty member, based on the number of articles by faculty members in international journals and edited books by reputable publishers.

The desire of the University of Ibadan is to be a leading research-intensive university; hence, emphasis has to be placed on research and scholarly publications. This is in keeping with the Vision and Mission of the University of Ibadan. Moreover, in keeping with our collective vision that the University of Ibadan should be more of a postgraduate than an undergraduate institution, research has to remain the main focus of both staff and students in the University. *Overall, the university must aspire to attain and retain globally acceptable standards of appraisal for our staff and students*(Adebayo, 2005).

B. OBJECTIVES

To encourage, acknowledge and reward:

- (i) sound scholarship;
- (ii) effective and competent teaching; and
- (iii) professional competence and technical skills where appropriate.

C. PROCEDURE

- 1 (a) There shall be a standing Appointments and Promotions Panel in every Academic Unit (Department, Faculty, College, Institute, Kenneth Dike Library). The membership of the Faculty and College Promotions Panels shall be as specified in Subsections 6.2.4 and 6.2.5 (page 37) in the *Staff Information Handbook*. The membership of Departmental Promotions Panel should not be below the level of Senior Lecturer (or its equivalent status in respect of the Library (Principal Librarian) and Research Units (Senior Research Fellow). This means that academic staff of the Senior Lecturership grade (or its equivalent) and above should constitute the membership of Departmental Promotions Panel. The Panel shall comprise two parts: Part I and Part II. The Part I shall be made up of Senior Lecturers and above and shall consider applications for leave and promotion of candidates up to the Senior Lecturership grade. Part II, made up only of Professors, shall consider promotion applications to the Professorial Cadre.

(b) The promotion exercise begins with the Head of Department receiving a circular announcing the commencement of the exercise.

After receiving the circular on promotion from the Establishments Division, the Head of Department shall inform all academic staff in his/her Department. Each candidate shall indicate in writing the grade for which he/she desires to be put up by the Department.

The Departmental Promotions Panel shall meet to consider the cases of all candidates for promotion.

The departmental recommendation on a candidate should be forwarded to the Deputy Registrar (Establishments) through the Dean and **all**

members of the Departmental Promotions Panel should endorse the minutes of the Panel's meeting.

The recommendation of the Departmental Promotions Panel on every recommended candidate must go to the Faculty A&P Panel. It is the responsibility of the Faculty A&P Panel to present the recommended cases to the Appointments and Promotions Committee (A&PC) for Academic Staff.

(c) Promotion cases that fail at the departmental level should be rested there and not taken to the Faculty A & P.

In such a case, the candidate should be informed formally in writing within 72 hours of that decision stating the reasons for the failure of his/her case (This should be done at the departmental level).

- (d) A member of staff not recommended for promotion at the departmental level is entitled to forward a statement of his/her case through the Dean/Director to the College/Faculty A&P Panel, setting out his/her claims to be considered for promotion. Such an application shall be referred to the appropriate department for comments. Such a candidate may be invited by the College/Faculty A&P Panel to defend his/her case.

- (e) The recommendation shall indicate clearly, the progress the candidate has made since he/she was last put up for promotion.

(f)

The work done since the candidate's last promotion should be indicated in single asterisk, while work done since he/she was last put up for promotion should be indicated in double asterisk (**The asterisk should be placed as a superscript before the number of the publication**).

- (g) The candidate's CV should contain the dates (i) of his/her last promotion or appointment and, (ii) when he/she was last considered for promotion and to what grade.

(g)

2. Assessment of Publications

(i) Where a publication is the result of a joint effort between the person being considered for promotion and others:

(a) there must be a clear statement from either the Head of Department or someone in a position to know, including the candidate, of the percentage contributions of the candidate to the publications.

(b) The percentage contributions of each candidate MUST be indicated for ALL multiple – authored publications.

(c) In addition to existing provisions, the following will be applicable henceforth:

- Where there are 2 authors, the first or corresponding author cannot claim more than 80%;
- With 3 authors, the first or corresponding author's claim cannot exceed 70%
- With 4 authors, the first or corresponding author's claim cannot exceed 60%
- With 5 authors, the first or corresponding author cannot claim more than 50%
- Where there are more than 5 authors, the first or corresponding author's claim cannot exceed 50% while no author should be given less than 20%.

Please note that the above provisions are also applicable to non-journal publications.

- A candidate seeking promotion to the grade of Reader or Professor should be First or Corresponding Author in at least 25% of his/her entire publications.

(iii) Acceptable publications include a refereed book, journal articles, articles in refereed conference proceedings, monographs, technical reports, patents and copyrights. All must possess distinctive academic quality, originality and contribution to knowledge.

(iv) The following categories of publications are recognised for purposes of assessment:-

A. Books/Chapters in Books/Refereed Conference Proceedings

1. Definition of a Book: For the purpose of a promotion

exercise, a book is regarded as a publication of more than eighty (80) pages, cover excluded. A book must have an ISBN number.

2. Publishers should be:

- i. those that are recognized by the particular Faculty/Department;
- ii. academic units at the University level, research centres (public and private) and professional bodies (academic and technical); and
- iii. others as may be decided upon from time-to-time.

3. Evidence of peer review should be requested for at the departmental level.

4. Textbooks published for primary and secondary schools are unacceptable for promotion purposes.

5. A published book should be the product of a rigorous assessment by academics in the area of specialization.

6. A book must be edited by a reputable scholar and published by a reputable publishing house.
7. Chapters in the same book are to be listed as a, b, c and rated together as one.
- 8 In addition to the provisions above, the following should also be noted in respect of Books:
 - (i) Categorisation in terms of quality:

Grade A (0-10) points)

This should be an academic book reporting new research findings.

Grade B (0-5) points)

These are creative books

Grade C (0-3 points)

These are tertiary-level textbooks and reviews.

Grade D (0-2 points)

These are teaching manuals.

NOTE: i. The Distance Learning Centre's (DLC) teaching materials and similar manuals from recognised ODL-based degree awarding institutions are in this category.

ii. Such manuals must meet the defining criteria of a book (as contained on p. 4 of this document).

iii. A candidate is allowed to list **not more than two** of such materials in his CV for promotion.

Grade E (0-3 points)

These are full length book translations.

NOTE: Such works of translation must not have been published by the same author in more than one language.

(ii) **Book Review and Creative Work**

As is done for editorial work and creative books, book review and other forms of creative work (such as sculpture, printing, musical work, etc.) are to be scored from 0-5 points.

Each Faculty Promotion Panel should decide what constitutes book review using such parameters as minimum pages or whether the work is an updating of an earlier work on the same subject etc.

B. Technical Reports and Monographs

(i) A technical report should be defined as a document that describes the process, progress, or results of technical or scientific research or the state of a technical or scientific research problem. Unlike other scientific literature, such as scientific journals and the proceedings of some academic conferences, technical reports rarely undergo comprehensive independent peer review before publication. Where there is a review process, it is often limited to within the originating organization. Technical reports must:

- a. bear the imprints of sponsoring agencies, and
- b. be properly certificated (candidates must supply letters of commissioning by sponsoring agencies and such should be verified by the Deans, where possible).

(ii) A monograph is a research paper on one particular subject. It must be the product of an original research and must be published or accepted for

publication in a reputable outlet. Monographs should also bear imprints and be peer reviewed.

(iii) Since a monograph does not go through the same level of peer review as a journal article, the maximum score for a monograph is 2.

(iv) Lectures delivered at workshops and seminars are unacceptable as technical reports and monographs.

11. Definition and Allotment of Points for Technical Report and Monograph

The University should re-emphasize the provision that

(i) A monograph should be defined as “a research paper on one particular subject. It must be the product of an original research and must be published or accepted for publication in a reputable outlet”. Monographs should also bear imprints and be peer reviewed.

(ii) Since a monograph does not go through the same level of peer review as a journal article, the maximum score for a monograph should remain 2.

(iii) It should also be emphasized that lectures delivered at workshops and seminars are unacceptable as technical reports and monographs.

C. Journals

1. Journals of international standard are as determined by the Faculty A&P Panel in consultation with the Departmental A&P Panel. The articles in such journals must be peer-reviewed, indexed and should reflect international authorship.

Though journals of international standard may not necessarily be location-bound, the fact still remains that all the journal articles of candidates should not be totally local. A reasonable number of articles should, at least, be published off-shore and

should be international. This means that some of the journal articles should be published outside the country.

A candidate being put up for promotion to the grade of Senior Lecturer and up to the grade of Professor should have a reasonable number of journal articles published outside the country.

2. Local journals are determined by the Faculty A&P Panel in consultation with the Departmental A&P Panel. Articles in these journals must be refereed, and may or may not be indexed. Contributions and circulation may be limited to Nigeria.
3. For purposes of promotion to the grade of Senior Lecturer and above, not more than 10% of a candidate's entire publications should be in journals that have not gone beyond three (3) Volumes.
4. All journals, hard copy or electronic, must be peer-reviewed.
5. Journals based in Colleges of Education and Monotechnics/Polytechnics are unacceptable for promotion purposes.
6. The location of the journal (country only, not city) in which an article is published should be indicated in brackets after each citation in candidates' CV.
7. In respect of promotion to the grade of Lecturer I, not less than 40% of the articles in journals should have been published in journals of international standard. (**International in this context is not location - bound**).

8. In respect of promotion to the grade of Senior Lecturer not less than 60% of the articles in journals should have been published in journals of international standard. (**International in this context is not location -bound**).
9. In respect of promotion to the grade of Reader and Professor not less than 70% of the articles in journals should have been published in journals of international standard. (**International in this context is not location – bound**).
10. In respect of promotion to the grade of Reader and Professor not more than 33% of the total number of journal papers should have been published in the same journal.
11. The recognised categories of journal article are:
 - Full Length Article- 0-5 points
 - Short Communication- 0-3 points
 - Review Article – 0-5 points

NOTE: A candidate must provide a letter from the journal's editorial board soliciting the review.

 - Letter to the Editor- 0-2 points

D. Other things to Note on Journal and Non-Journal Publications

1. Books, chapters in books, refereed conference proceedings, monographs, technical reports, copyrights and patents shall be assessed. However, in order to accommodate the peculiarities of the various disciplines in the University of Ibadan, they should not constitute more than 40% of the candidate's publications.

2. A patent refers to “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” while a copyright is “The right by law to be the entity which determines who may publish, copy and distribute a piece of writing, music, picture or other work of authorship” (<http://thesaurus.altervista.org/dictionary>).

i. Every patent accepted for appointment and promotion must have gone through standardised procedures and must have been certificated by designated authorities.

ii. A copy of the patent’s certificate must be presented before its acceptance for promotion purposes.

iii. Copyrights are recognized intellectual works and carry the maximum score of 5. Every copyright that is to be considered for promotion purposes must be certificated.

2. For Part II promotion candidates, publications that are not in print as at the time of application for promotion shall not constitute more than 10% of the candidate’s entire publication being presented for assessment.

3. For candidates seeking promotion from the grade of Lecturer I to Senior Lecturer, 75% of publications should be published.

4. Internal assessors should comment on each publication, including stating its contribution to knowledge and relevance to the candidate’s field.

E. Scoring:

Each publication should then be scored using the following system:

- (i) Books - 0 to 10 points
 - o Grade A (0-10) points
This should be an academic book reporting new research findings.
 - o Grade B (0-5) points
These are Creative Books
 - o Grade C (0-3 points)
These are tertiary level textbooks, reviews and teaching manuals.
 - o **Grade D (0-2 points)**
These are teaching manuals.
 - o **Grade E (0-3 points)**
These are full length book translations.

- (ii) Chapter in Book - 0 to 3 points
- (iii) Refereed Conference Proceedings - 0 to 2 points
- (iv) Teaching Manual, Monographs and
Technical Reports - 0 to 2 points
- (v) Patents - 0 to 10 points
- (vi) Copyrights - 0 to 5 points

(vii) Journal Articles- 0 to 5 points

- (viii) Revised Chapter in Book - 0 to 2 points

Where the contributions of a candidate to the revision of a chapter (or chapters) in a book (or books) can be clearly ascertained, such contributions should be appropriately credited. However, such an effort should not attract more than two (2) points.

- (ix) Letters to the Editor, etc - 0 to 2 points

Letters to the editor, short notes and technical book reviews should be accepted and scored as publications but the Faculty should take a decision on their quality and acceptance as publications. Items to be included under this category must be reporting breakthroughs. They should however not attract more than two (2) points.

- (x) Case report - 0 to 3 points

This should not attract more than 0-3 points.

- (xi) Editorial work - 0 to 3 points

Where a candidate is involved in editing a book, the editorial input will be scored on a scale of 0-3.

In listing publications, a separate line should be created to show the editorial work carried out by a candidate in a particular publication as distinct from the real contribution in terms of the content of books or chapters in books. In this wise, the whole book should be submitted for assessment.

F. General information:

- (i) A page summary of Research Focus is to be prepared by candidates for External assessor's consideration along with the list of publications. A candidate's Research Focus MUST NOT exceed one page. It must clearly state their areas of speciality and sub-speciality, and their significant contributions within such. The recommended font type, size and line spacing are Times New Roman, 12 and 1.5.

- (ii) External assessors being nominated must be in the same area of specialisation with the candidates they are to assess.
- (iii) Letters to assessors must request paper-by-paper assessments (i.e. narratives) of candidates' publications.
- (iv) The year for which a candidate is seeking promotion must be clearly indicated at the top of his/her CV
- (v) Every academic staff is expected to do an annual update of his/her CV whether he/she is being considered for promotion or not. This should be handled at the departmental level.
- (vi) A flyer should be defined as a candidate who has consistently been productive as evident by promotion as and when due. Applicants who are qualified to be flyers are those who have been publishing consistently and are qualified to apply as professor after not less than five or not more than six years of senior lectureship. Otherwise, those who do not meet the criterion of consistent publishing and have waited for more than six (6) years cannot apply for professorship without going through readership.
- (vii) Technical Report: It is generally believed that a technical report should be available for assessment.
- (viii) Where a candidate has more than one article in the same journal, such articles should be scored independently.
- (ix) Only one member of a Departmental A&P Panel should be picked as an assessor for a candidate and not more than 2 members at the Faculty level.
- (x) Where there is no correlation between an assessor's comments and his/her final score/pronouncement on a candidate, the whole report should be read and each case determined on its own merit.

- (xi) Books/chapters/monographs/technical reports published outside Nigeria are not to be accepted in place of foreign journal articles.
- (xii) Articles/books co-authored by a candidate and a would-be-assessor should not be more than 20% of the candidate's publications for the assessor to be found eligible to assess that particular candidate.
- (xiii) Each publication is first scored using the scale indicated in E above. The percentage contributions of the candidate are then applied to arrive at the score of the candidate. **(An arbitrary example is presented in Appendix I for illustration purpose).**
- (xiv) The total score obtained by the candidate is utilised to make the final recommendation on the following basis:

Grade Sought	Minimum Score for Promotion
Lecturer Grade 1	8 points
Senior Lecturer	20 points
Reader	50 points
Professor	70 points

- (xv) **Overall rating to be employed by College/Faculty A&P Panels.**

On the basis of the candidate's CV and assessors reports, the College/Faculty A&P Panel is required to make a pronouncement on the candidate's scholarship using the following guide:

Overall Rating	Interpretation
Outstanding	Brilliant; has achieved a high and wide reputation in his/her field
Good	The standard of work goes beyond the minimum expected of the grade and shows considerable

	promise for the future.
Satisfactory	The standard of work at least meets v expected of the grade.
Unsatisfactory	Below the standard of work required of t of the grade

(xvi) Each Faculty shall have a list of acceptable journals and endeavour to update the list regularly in the relevant discipline. The journals must be:

- (i) affiliated to higher institutions of learning, academic societies and reputable publishers;
- (ii) if the journals are local, they must meet the condition in (i) and have evidence of wide circulation within the country; and
- (iii) editors and members of editorial boards must be affiliated to academic institutions of learning.

Each Faculty should also compile a list of blacklisted journals and discourage candidates from publishing in them.

(xvii) Uniform Format for Assessors' Reports

In order for Internal and External Assessors to be uniform in assessing candidates:

(a) individual journal article should be rated as follows:

Excellent	–	5
Very Good	–	4
Good	–	3
Fair	–	2
Poor	–	1

(b) The percentage contributions of candidates, as reflected in their CVs, as well as the maximum scores of publications should be

indicated on the score sheet to be sent to assessors alongside candidates' publications.

- (c) Each assessor should also be requested to make specific and categorical statements on the clarity of objectives, extent of technical soundness, unique contribution to knowledge and research focus of the candidates' publications.

(xviii) Academic Status and Eligibility for Promotion

The attainment of an academic staff as at 31 July in terms of academic qualification (PhD and other recognised postgraduate fellowships) and publications will be considered in determining the status and eligibility of an academic staff for promotion in a particular year.

(xix) Status of Multiple Contributions in Conference Proceeding

Multiple contributions by an author in the same Conference Proceeding should be scored as one i.e. all the contribution should attract a score of not more than 2 as is done for many chapters by the same author in one book.

(xx) Need for Paper-by-Paper assessment of candidates' publications by Departmental A&P Panels

Each Departmental A&P Panel should do a paper-by-paper narrative on its candidates' publications as part of its recommendations on the candidate being considered for promotion.

(xxi) Checklist for Set Criteria in the Promotion Guidelines

The tables attached as Appendices II (for Part II promotion cases) and III (for Part I promotion cases) contains the checklist for clearly indicating that a candidate has met the set criteria in the guidelines for appointment or promotion. It should be adopted in the presentation of appointment/promotion cases to the A&P Committee.

G.Conference Attendance

- i. A candidate being considered for promotion must have attended, at least, one relevant conference/workshop outside Nigeria **since he/she was last considered for promotion.**

ii. The departmental, the College/faculty Appointments and Promotions Panel should request that candidates provide evidence of attendance of, at least, one (1) of the listed conferences.

iii. The section of the Curriculum Vitae on conference attendance should be revised to read: 'Major Conferences/Workshops Attended in the Last Five Years (with Papers Read)'; and

iv. University-based conference attendance support funds should be given to only participants who are paper presenters at conferences.

H. Assessment of Community Service, Administrative Duties and Teaching Competence

i. Assessment of Community Service

a. Community service refers to all forms of knowledge application and provision of service by which an academic member of staff impacts on the University community and/or the larger society. Such activities include delivery of public lectures, leadership of academic or professional societies, being in the editorial boards of recognised journals and organising symposia and workshops. Academic members of staff who undertake them should be duly rewarded during appointment and promotion exercises.

b. Community service is to be scored on a scale of 0-5 points.

c. A maximum of one (1) point is to be assigned for each community service since a candidate's last promotion or appointment, with five (5) as the maximum number of community services that can be scored.

ii. Assessment of Administrative Duties

a. Deans, Acting Deans, Sub-Deans, Acting Heads of Department, Hall Wardens, Assistant Hall Wardens, Examination Officers, Programme Coordinators, Level Advisers, Staff Advisers to student organizations, members of departmental and faculty committees and all others holding administrative positions recognised by the University who are not professors should be rewarded for engaging in administrative duties.

b. A maximum of 2.5 points is to be assigned to each administrative position held since a candidate's last promotion or appointment subject to the maximum of 5 points for candidates seeking promotion to cadres up to Senior Lectureship and 10 points for candidates seeking promotion to the Professorial Cadre.

- c. Administrative duties is to be scored on a scale of 0-5 points for candidates seeking promotion to cadres up to Senior Lectureship and on a scale of 0-10 points for candidates seeking promotion to the Professorial Cadre.

Table I: Allotment of Points for Community Service and Administrative Duties

S/N	Academic Staff Cadre	Community Service (Points Allotted)	Administrative Duties (Points Allotted)	Maximum Score Obtainable
1	Part I Promotion Cases (i.e. LII-LI and LI-SL)	0-5 points	0-5 points	10 points
1	Part II Promotion Cases (i.e. SL-Reader and Reader to Professor)	0-5 points	0-10 points	15 points

iii. Assessment of Teaching Effectiveness

The components of teaching effectiveness include students' assessment of academic staff, teaching load (i.e. course unit and class size) and departmental assessment of academic staff.

- a. The maximum score for teaching effectiveness of academic staff seeking promotion is twenty (20) points. The twenty (20) points are to be allocated as indicated in Table II below:

Table II: Allotment of Points for Teaching Effectiveness (Lecturer Grade II to Senior Lectureship)

S/N	Sub-Components of Teaching Effectiveness	Points Allotted	Remarks
1	Students' Assessment	0-5 points	Based on Assessment Forms completed by students
2	Class Size	0-5 points	a. One (1) point per regular class size b. 1.5 point per large class size
3	Course Unit	0-5 points	One (1) point for each course unit

4	Departmental Assessment	0-5 points	Based on Departmental Assessment
MAXIMUM POINTS OBTAINABLE		20 points	

b. The instrument developed by the Directorate of Quality Assurance is to be adopted for the departmental and the student assessments of teaching effectiveness.

c. Departmental assessment of teaching competence must be both qualitative and quantitative. The sub-components of the assessment and the points attached to them are given in Table III below:

Table III: Allotment of Points for Department Assessment of Teaching Effectiveness Experience

S/N	Sub-Components of Departmental Assessment		Points Allotted
1	Teaching Effectiveness	Departmental Opinion	0-3 points
2	Teaching Experience Years of Teaching since Last Promotion/Appointment (in the case of first time promotion candidates)	3 Years and Above	2 points
		Less than 3 years	1 point
MAXIMUM POINTS OBTAINABLE			5 points

d. Where the Head of Department is not a Professor, the Dean oversees the Departmental Assessment of Teaching Effectiveness in conjunction with the Directorate of Quality Assurance

e. *Prima facie* cases should not be made for candidates that fail to score at least 50% of the maximum points for teaching effectiveness.

f. Obtaining the minimum required score for teaching effectiveness, community service and administrative duties is a precondition for the consideration of a candidate for promotion.

g. The minimum promotion requirements for academic staff, as indicated in Table IV below, should be adopted:

Table IV: Minimum Required Scores from Teaching Competence, Administrative Duties and Community Service

S/N	Academic Staff Cadre	Allotted Points	
		Teaching Competence, Administrative Duties and Community Service	
		Minimum	Maximum
1	Lecturer Grade II to Lecturer Grade I	15 points	30 points
2	Lecturer Grade I to Senior Lectureship	20 points	30 points
3	Senior Lectureship to Readership	20 points	35 points
4	Readership to Professorship	20 points	35 points

g. The score obtained from the assessment of teaching effectiveness, administrative duties and community service should be added to that from the assessment of publications. The general minimum required scores after the addition for each cadre are indicated in Table V below:

Table V: General Minimum Promotion Requirements for Academic Staff

S/N	Academic Staff Cadres	Publications	Allotted Points		Minimum Requirements for Promotion
			Minimum	Maximum	
1	Lecturer Grade II to Lecturer Grade I	8 points	15 points	30 points	Candidates must score a minimum of 23 points, 8 of which must come from assessment of publications.

2	Lecturer Grade I to Senior Lectureship	20 points	20 points	30 points	Candidates must score a minimum of 40 points , 20 of which must come from assessment of publications.
3	Senior Lectureship to Readership	50 points	20 points	35 points	Candidates must score a minimum of 70 points , 50 of which must come from assessment of publications.
4	Readership to Professorship	70 points	20 points	35 points	Candidates must score a minimum of 90 points , 70 of which must come from assessment of publications.

D. CRITERIA FOR PROMOTION

1. Promotion to the grade of Lecturer II/Research Fellow II/Arts Fellow Grade II

Promotion from Assistant Lectureship to the grade of Lecturer II may be made on the following basis:

- (a) Possession of a higher degree at least a Masters.
- (b) A minimum of three years teaching experience; and
- (c) However, an assistant lecturer with MPhil plus one-year experience may receive promotion to the post of Lecturer II, subject to a good report by the supervisor and the Head of Department.

2. Promotion to the grade of Lecturer I/Research Fellow I/Arts Fellow I

Promotion from Lecturer II to the grade of lecturer I may be made on the basis of:

- (a) a minimum of three years teaching experience;
- (b) competence in research; and
- (c) publications.

Note

Lecturers without a PhD

Promotion will not be made beyond Lecturer I unless the candidate has a PhD or a relevant postgraduate professional qualification.

3. **Promotion from Lecturer I to Senior Lecturer/Senior Research Fellow/Senior Arts Fellow**

Promotion from Lecturer I to the grade of Senior Lecturer may be made on the basis of:

- (a) a minimum of three years teaching experience;
- (b) adequate research;
- (c) adequate publications; and
- (d) possession of a PhD or its equivalent is mandatory for this category of staff.

Note

- (i) In relation to (c) and (d) special allowances may be made for exceptional clinical or other relevant professional competence.
- (ii) Recommendation for promotions up to the grade of Senior Lectureship shall be considered by the appropriate Faculty/College Panel, which shall decide on the said recommendation with internal assessors' reports as sufficient basis.

4. **Promotion from Senior Lecturer to Reader/Associate Arts Director**

For promotion from Senior Lecturer to the grade of Reader, the candidate shall be fully assessed on the following criteria:

- (a) adequate experience, including where applicable, professional competence;
- (b) outstanding research and publications;
- (c) adequate teaching ability for a minimum of 3 years; and

- (d) possession of a higher degree of PhD or its equivalent.

Note:

- (i) When the Committee is satisfied that there is a *prima facie* case, it shall proceed to seek the advice of three external assessors who shall be appointed by the University.
- (ii) A candidate shall be promoted to the grade of Reader/Associate Arts Director if there are two positive external assessors reports in respects of the candidate's publications.
- (iii) A candidate seeking promotion to the grade of Reader must have 90% of his/her publications in print.

5. Promotion from Senior Lecturer to the Grade of Professor/Arts Director

For promotion to the grade of Professor, the candidate shall be fully assessed on the following criteria:

- (a) adequate experience, including where applicable relevant professional competence;
- (b) outstanding research and publications;
- (c) exceptional teaching ability;
- (d) evidence of leadership in research and postgraduate supervision;
- (e) administrative ability or competence; and
- (f) possession of a higher degree of a PhD or its equivalent.

Note (i) Only recommendations on or applications of candidates from the grade of Senior Lecturer of five years standing shall be considered.

(ii) When the Committee is satisfied that there is a *prima facie* case, it shall proceed to seek the advice of three external assessors who are recognized experts in their fields.

(iii) A candidate shall be promoted to the grade of Professor/Arts

Director if there are two positive external assessors reports in respect of the candidate's publications.

(iv) A candidate seeking promotion to the grade of Professor/Arts

Director must have at least 90% of his/her publications in print.

6. Promotion from Reader to the Grade of Professor

For promotion to the grade of Professor, the candidate shall be fully assessed on the following criteria:-

- (a) adequate experience, including where applicable relevant professional competence;
- (b) Outstanding research and publications;
- (c) exceptional teaching ability;
- (d) evidence of leadership in research and postgraduate supervision;
- (e) administrative ability or competence; and
- (f) possession of a higher degree of a PhD or its equivalent.

Note

- (i) Only recommendations on or applications of candidates from the grade of Reader of three years standing shall be considered.
- (ii) When the Committee is satisfied that there is a *prima facie* case, it shall proceed to seek the advice of three external assessors who are recognised experts in their fields.
- (iii) A candidate shall be promoted to the grade of Professor/Arts Director if there are two positive external assessors reports in respect of the candidate's publications.
- (iv) A candidate seeking promotion to the grade of Professor/Arts Director must have at least 90% of his/her publications in print.

7. Effective Date of Promotion

Promotion will not take effect earlier than the first day of October subsequent to the date of which the promotion is initiated.

All assessors of candidates shall be asked to score ONLY the publications presented to them. They should be intimated with the University's scoring system.

E. THE USE AND ROLE OF INTERNAL AND EXTERNAL ASSESSORS

a) **Internal**

The nomination of internal assessors shall be done at a meeting of the Faculty A&P Panel.

b) **External**

Faculties shall be free to use external experts where none are available within the Faculty or when the Faculty deems it fit.

c) **Criteria Guiding the Selection of Assessors**

(i) For promotion up to the grade of Senior Lecturer, all assessors must be either Professor/Reader or Senior Lecturer of at least 5 years standing.

(ii) For Promotion above the grade of Senior Lecturer, all assessors must be Professors.

F. FINALISATION OF PROMOTION CASES

(i) Part I Cases (i.e. promotions up to the grade of Senior Lecturer) should be finalised at the College/Faculty Level and a report made to the A&PC for Academic Staff for noting. The report must be accompanied by full documentation in regard of each case.

Note:

The A&PC for Academic Staff reserves the right to change the decision of the College/Faculty Appointments and Promotions Panel.

(ii) Assessment of Publications in Respect of Candidates for Appointment/Promotion to Professorial Cadre (i.e. Part II Promotions)

i. At the end of each session's promotion exercise, the Dean in consultation with the substantive Head of Department shall submit (through the Provost, where applicable) to the Vice-Chancellor, a list of **eight** (five (5) local assessors and three (3) foreign assessors) assessors in respect of candidates for whom *prima facie* cases have been approved by the A&PC for Academic Staff. **Note that it is the prerogative of the Dean to nominate external assessors.** Out of this number, a minimum of three assessors shall be appointed by the Vice-Chancellor.

ii. The nomination of external assessors should be done using the format herein included as Attachment I.

Note

- (i) To facilitate the process of external assessment, Deans are requested to forward the e-mail addresses of the prospective assessors such that the first letter requesting availability of an assessor could be sent as an e-mail attachment. In addition, the University should aspire towards the use of electronic systems so that soft copies of candidate's publications, instead of the hard copies, can be forwarded to internal and external assessors for assessment.
- (ii) The candidate's publications, as well as the list of publications and guidelines for assessors shall be forwarded to the external assessors.
- (iii) Where an Acting Head of Department is also a candidate for promotion, the nomination of assessors shall be made by the Dean of the Faculty.
- (iv) Deans of Faculty shall give brief written statements on the distinguished academic qualities of the scholars they recommend for appointment as assessors, with a view to justifying their nomination.
- (vi) The nomination shall be made in confidence to the Vice-Chancellor.
- (vii) Only professors of, at least, five (5) years standing should be proposed as external assessors. In the case of internal assessment, an internal assessor must be of a professor of, at least, three (3) years standing.

- (viii) Each proposed assessor must have attained both national and international eminence in a relevant academic discipline, and the academic or equivalent status of a professor.
- (ix) The proposed assessor must have teaching and/or research responsibilities in a reputable university or similar institutions.
- (x) Scholars, including external examiners, who had been on the staff of the University of Ibadan within the last five years shall not qualify for appointment as external assessors.
- (xi) External assessors' consent to serve shall be obtained before publications are sent to them, and they shall be paid honoraria.
- (xii) For a candidate to be promoted or appointed, the reports of at least two of the three external assessors shall be adjudged to be favourable by the A&PC for Academic Staff.
- (xiii) An individual shall not be eligible to serve as an external assessor after three years of disengagement from the university system/research institute.

G. GUIDELINES FOR EXTERNAL ASSESSORS

An external assessor will be required to give detailed answers as much as possible to the following in his/her report of assessment of a candidate's contribution to scholarship through publications.

- i. Do you know this candidate who is being considered for Professorship/Readership? If so, in what connection or capacity?
- ii. Were his/her publications known to you before now?
- iii. Please, comment freely on:

the publications known to you before now and those publications you are coming across for the first time.
- iv. Please specify which of his/her works is/are outside your field.
- v. What in your opinion is/are the contribution(s) of this candidate to knowledge in his/her field?
- vi. Is there a focus in his/her publications?

vii. Please assess each publication and award marks accordingly:

Using the following scoring range:

A Books - 0 to 10 points

Grade A (0-10) points)

This should be an academic book reporting new research findings.

Grade B (0-5) points)

These are creative books.

Grade C (0-3 points)

These are tertiary-level textbooks and reviews.

Grade D (0-2 points)

These are teaching manuals.

Grade E (0-3 points)

These are full length book translations.

B. Chapters in Books - 0 to 3 points

C. Refereed Conference Proceedings - 0 to 2 points

D. Teaching Manuals, Monographs and
Technical Reports - 0 to 2 points

E. Patents - 0 to 10 points

F. Copyrights - 0 to 5 points

G. Journal Articles:

- Full Length Article- 0-5 points
- Short Communication- 0-3 points
- Review Article – 0-5 points
- Letter to the Editor- 0-2 points

H. Letters to the Editor, etc. - 0 to 2 points

- I. Case Report - 0 to 3 points
 - J. Editorial Work - 0 to 3 points
- viii. Each publication is first scored using the scale indicated above. The percentage contribution of the candidate is then applied to arrive at the score of the candidate.
- ix. The total score obtained by the candidate is utilized to make the final recommendation on the following basis:

Grade sought	Minimum Score for Promotion
Reader	50 points
Professor	70 points

- x. What is your overall judgment and recommendation?

H. CRITERIA FOR APPOINTMENTS AND PROMOTIONS

- (a) The same criteria shall apply for appointments and promotions but the processes for both may not be totally identical. A candidate, whose application for promotion/appointment fails, can be considered for promotion or appointment as the case may be to the same grade with an improved CV not earlier than six months from the date the A&PC for Academic Staff decided his case for promotion or appointment, as may be applicable.
- (b) A candidate shall not be considered for both simultaneously. A candidate for promotion or appointment wishing to be considered for the other must first withdraw in writing before being considered.
- (c) While the effective date of promotion shall be 1st October of the year of promotion considered, that of appointment shall be the date the

Appointments and Promotions Committee approves the Interview report.

I. PROCEDURE

(a) (i) Voting

Open voting method shall be used to decide controversial issues.

(ii) In such cases, a minimum of 70% yes vote of those present and voting shall be required for a verdict for professorial cadre.

Note:

- Simple consensus shall normally be adequate for other cadres
- Abstention will be regarded as 'no' votes.

(b) Sanctions

Sanctions such as those banning a candidate from presenting himself for promotion for a given period should not be imposed.

J. APPEAL FOR RECONSIDERATION OF DECISION BY THE APPOINTMENTS AND PROMOTIONS COMMITTEE FOR ACADEMIC STAFF

Appeal from members of academic staff against the decisions of the Appointments and Promotions Committee shall be routed through their respective Heads of Department, Deans of Faculty, and Provost who should comment on whether there is a new evidence to justify reconsideration at its first meeting during the succeeding session after the promotion exercise. A candidate can make a final appeal to Council through the Registrar and Secretary to Council, if he/she so desires.

K. EFFECTIVE DATE OF PROMOTION

Promotion will not take effect earlier than the first day of October subsequent to the date on which the promotion is initiated.

L. PROCEDURE FOR APPOINTMENTS

The existing procedure outlined in the *Staff Information Handbook* on the processing of appointments shall continue to apply.

M. PROMOTION DURING LEAVE OF ABSENCE

A candidate shall not be considered for promotion for the years he or she is not on ground on account of leave of absence.

REFERENCES

Adebayo, A. G. (2005). *Revisiting the Academic Tradition*. Ibadan: The Postgraduate School, University of Ibadan.

Pegis, A.C. (Eds.) (1957). *A Gilson Reader: Selections from the Writings of Etienne Gilson*. New York: Image.

**GUIDELINES ON THE REGULATIONS FOR PROMOTIONS OF THE
ACADEMIC STAFF IN THE LIBRARY**

1. PREAMBLE

Academic librarianship, which is a combination of professionalism and scholarship, is very strongly service-oriented. By its very nature, its professional/service aspect tends to make disproportionate demand on the time of the practitioner. Moreover, a long period of experience is usually required before maturity can be attained in terms of research and publications. Therefore, in most cases, but particularly up to the Senior Librarians Grade, greater emphasis should be placed on professional competence and experience than on research and publications.

(a) Professional ability and competence will be adjudged on the following:

- (i) professional practice in an academic or research institution;
- (ii) workload and level of productivity; and
- (iii) nature of responsibility including ability to manage a sub-section of the Library.

(a) Additionally, a librarian is expected to take keen interest in any activity capable of enhancing library and information science in and outside the University. The elements of contribution include:

- (i) level of professional practice/responsibility in an academic or a research library;
- (ii) activities in professional association; and

- (iii) contribution to the professional literature, and body of knowledge or practice.

2. Research

The librarian in a University system should also engage in research. This shall include the following:

- (i) on-going research, particularly all studies
- (ii) theses and dissertation, subject bibliographies and;
- (iii) policy papers and manuals.
- (iv) Others are:
 - (a) unpublished bibliographies, indexes, guides and book reviews;
 - (b) conference and seminar papers; and
 - (c) abstracts (which have not otherwise been published).

3. Publications

- (i)Articles published in refereed journals
- (ii) Books or chapters in books (which should be relevant to the discipline of the candidate)
- (iii)Accepted articles or manuscripts for books may be used for promotion to all grades but these would be only on strict verification by the Library Promotions Panel.
- (iv)Published conference papers;
- (v)Bibliographies, indexes and guides.

4. Experience

As applicable to equivalent positions in academic departments

5. Assessment of Criteria

In every case, particularly up to the Senior Librarian Grade, a high rating in professional ability and experience shall compensate for deficiency in research and publications.

6. Criteria for Appointments and Promotions

The same set of criteria shall be used for both appointments and promotions.

7. Promotion Criteria for Academic Staff of the Library

(a) Upgrading of Assistant Librarian to Librarian II

(i) An Assistant Librarian on completion of higher degree in Librarianship may be upgraded to the grade of Librarian II. Other conditions shall be as for regulation 4.3.2.

(ii) Possession of higher degree.

(b) Promotion from Librarian II to the Grade of Librarian I

Promotion to the grade of Librarian I may be made on the bases of:

(i) adequate experience after a minimum of 3 years; and

(ii) evidence of professional contribution.

(c) Promotion from Librarian I to the Grade of Senior Librarian

Promotion to the grade of Senior Librarian may be made on the following grounds:

(i) adequate experience after a minimum of 3 years;

(ii) evidence of professional contribution;

(iii) evidence of research ability or publications;

(d) Promotion from Senior Librarian to the Grade of Principal Librarian

Promotion to the grade of Principal Librarian may be made on the following grounds:

(i) adequate experience after a minimum of 3 years;

(ii) adequate professional contribution;

(iii) adequate research and publication;

(c) Promotion from Librarian I to the Grade of Senior Librarian

Promotion to the grade of Senior Librarian may be made on the following grounds:

- (i) adequate experience after a minimum of 3 years;
 - (ii) evidence of professional contribution;
 - (iv) evidence of research ability or publications;
- (d) Promotion from Senior Librarian to the Grade of Principal Librarian
- Promotion to the grade of Principal Librarian may be made on the following grounds;
- (i) adequate experience after a minimum of 3 years;
 - (ii) adequate professional contribution;
 - (v) adequate research and publication;
- (e) Promotion from Principal Librarian to the grade of Deputy Librarian
- (i) adequate experience after a minimum of 3 years’;
 - (ii) outstanding professional contribution;
 - (iii) significant research and publications;

Note

Recommendations for promotion to this grade shall be accompanied by a full internal assessment of the candidate’s contribution to scholarship.

Thereafter, it shall follow the procedure for external assessment as for regulation 6.2.9.

FORM SAS 1

FORMAT FOR RECOMMENDATIONS FOR PROMOTION

1. ASSESSMENT

Assessment by the department shall be under the following headings:

2. TEACHING

- (i) Number of years of teaching at University level;
- (ii) Teaching load including guidance and counselling of students, teaching practice;
- (iii) Teaching effectiveness (including responsibility in the discharge of teaching duties), peer and student evaluation of actual delivery and presentation of lectures shall be regarded as adequate measure;

(iv) Postgraduate teaching and supervision by all grades of staff should be noted for promotion.

3. RESEARCH

The following shall be considered:

- (i) On-going research
- (ii) Theses and Dissertations
- (iii) Designs
- (iv) Monographs

NOTE

The following shall also be accepted as evidence of research:

- (a) Progress reports on long-term research undertaking;
- (b) Conference and seminar papers, based on on-going research;
- (c) Published abstracts.

4. Publications (including patents and copyrights)

5. Professional Competence (where applicable, including evidence of internal and external recognition).

6. General Assessment: (including a definite statement as to whether or not the candidate is recommended for promotion).

7. Concepts

- (i) Concepts of Clinical Work, Creative Work, Recognised Professional Contribution, Registered Patents, Copyrights and Design

All these should be given due recognition provided the contribution is relevant to the discipline in which a candidate is being considered for promotion or appointment.

- (ii) Concept of Hardship Area

Hardship area should be strictly defined as an area where recruitment is difficult, new discipline being developed and disciplines into which it is difficult to attract experts. The concepts should, therefore, normally be applicable only at the time of appointment.

- (vi) Concept of Learned Journals

Each Faculty should be able to determine which journals are learned journals and which are not.

8. Assessment of Quality and Quantity of Publication.

- (i) Candidates for promotion to the grades of Reader and Professor should be advised to:
 - (a) list their publications in groups stating the contribution to scholarship in each group;
 - (b) list ten works which in their opinion best reflect the totality of their contributions to scholarship in their discipline;
- (ii) (a) Information or subject matter i.e. what new information is provided directly in the group of papers.
 - (b) Significance i.e. the implication for knowledge and ignorance in areas of scholarship connected with the theme, and the weight of these implications; and
- (iii) Scope i.e. the extent of the substance embraced by the candidate's treatment of the theme; e.g. in the study of a phenomenon, one may focus on this among a sub-species or the entire species. The scope is wider in the latter.

9. Duplication, Fabrication, Falsification, Plagiarism and Overlapping in Publication

i. Duplication is an unnecessary repetition of the substance of published work and this is undesirable. Candidate should be advised in their own interest to avoid it. Some overlapping is, however, inevitable but where overlapping occurs candidates should be advised, in grouping their publications, to so indicate and state development or advancement upon previous work.

ii. The existing technological platform in the University for detecting cases of duplication, fabrication, falsification, plagiarism and overlapping should continue to be employed.

iii. Where there is an allegation of plagiarism, duplication, fabrication or overlap, such a case should be referred to an ad hoc committee of the Appointments and Promotions Committee for Academic Staff and it must be dispensed with within four (4) weeks from the date the allegation is formally received by the ad hoc committee.

10. Revisitation of Thesis

Revisitation must advance the work in the thesis.

11. Experience

Promotion exercises are held annually. However, there should be an annual evaluation of each member of staff. Adequate experience shall be defined as follows:

- (a) Assistant Lecturer to Lecturer Grade II – 3 years unless higher qualification is obtained.
- (b) Lecturer II to Lecturer I – 3 years
- (c) Lecturer I to Senior Lecturer – 3 years
- (d) Senior Lecturer to Reader – 3 years
- (e) Senior Lecturer to Professor – 5 years
- (f) Reader to Professor – 3 years

Signature of Members of Departmental A & P Panel

Date

Note

This assessment should be sent directly to the Deputy Registrar (Establishments).

FORM SAS 2

UNIVERSITY OF IBADAN
CURRICULUM VITAE FORMAT
(VALID FOR PROMOTION EXERCISE ONLY)

To ensure that criteria for promotion are consistent and comparable, a uniform format of presenting published work as suggested below should be followed:

1. Books, Teaching Manuals and Monographs

Abdukadir A.A. and **Ogunlola, S.K.** (2011). *Radiation and Mankind*. Ibadan: Star. 250 pp. ISBN 978-978-921-011-4. (Nigeria) (Contribution:30%).
1. Full Length Book Translations

Abdul, A.(2011). (Trans.). *The Man from the Rock*. Ibadan: Star. 650 pp. ISBN 378-3478-921-011-4. (Nigeria) (Contribution:100%).
2. Chapters in Edited Books/Revised Chapters in Edited Books

Okunrinde, T.K., Oju, I.K. and Fadipe, O.A. (2004). Mechanised Agriculture in the 21st Century. In Babajide, O.L., Otuoke, G.J. and Nwakwo I.A. (Eds.) *Agriculture and Mankind*. Ilorin: Hopewell. 12-23pp. ISBN 978-36668-7-8. (Nigeria) (Contribution: 70%).
3. Refereed Conference Proceedings

Adenuga, P.A., Fakola, J. and **Ugwuaba, A.L.** (2015). Postmodernism and African Literary Scholarship. In Adekoya, L., Ogunraku, B. And Anyanwu, D. (Eds.). *Modern Literary Theories and African Literature in the 21st Century: Proceedings of the 1st Nigerian Literature Association's Conference*. 19-21 October, 2014. Bekele, M. and Mbanugo, F. Eds. Lagos: Wadell. 23-45pp. (Nigeria) (Contribution: 30%).
4. Journal Articles, Short Notes, Short Communications, Case Reports and Letters to the Editor

Salau, N.O., Musa, A.O. and **Ochei, B.** (1997). A Critical Assessment of Conflict in the International Law Context. *Journal of International Law* Vol. 2. No. 4: 17-37. (United States of America) (Contribution: 30%).
5. Editorial Work

Abdukadir A.A. and **Ogunlola, S.K.** (Eds.) (2011). *Radiation and Mankind*. Ibadan: Star. ISBN 978-978-921-011-4. (Nigeria) (Contribution:30%).
6. Patents and Copyrights

Awodiya, M., Ola, O.L. and Fasola, S.A. (2013). *Description of Maize Cultivar*. IFH-200.NGVZ-00-22. (Nigeria) (Contribution:30%).
7. Technical Report

Ayinde, B., Nworgugu, S. and Faseyi, I. (2003). Causes of Prevalence of Malaria Fever in Nigeria. A Technical Report Submitted to the World Health Organisation. 44pp. (Nigeria) (Contribution: 60%)

Where there are multiple authors, no attempt must be made to change the order of authorship round or to use the form: ‘Smith and others...’. Page numbers must be quoted in full to indicate the length of the paper”.

3. Patents – state title, number and date.
4. Books and papers not yet in print but already accepted for publication should be categorized, with the name of publisher/journal and a photocopy of the letter of acceptance.
5. Research in progress must be separately treated, stating precisely when this was started, with a brief paragraph to indicate the “story so far” and its potential. It is valuable for candidates to indicate the direction in which their published work and research are oriented and, if possible, separate the major publications from those of a more general nature.
6. Please submit 70 copies of your CV with the format below to the Faculty Officer.

Note:

For comparability, the layout/format of Curriculum Vitae should as much as possible be consistent from year to year, except when a modification has been approved by the Appointments and Promotions Committee.

- I. (a) Name: (underline Surname)
- (b) Date of Birth:
- (c) Department:
- (d) Faculty:
- II (a) First Academic Appointment:
- (b) Present Post (with date):
- (c) Date of Last Promotion:
- (d) Date Last Considered (in cases where promotion was not through):
- III University Education (with dates)
- IV Academic Qualifications (with dates and granting bodies)
- V Professional Qualifications and Diplomas (with dates)
- VI Scholarships, Fellowships and Prizes (with dates) in respect of Undergraduate and Postgraduate work only)

VII Honours, Distinctions and Membership of Learned Societies

VIII Details of Teaching/Work Experience

EACH OF THE SECTIONS; RESEARCH, PUBLICATIONS AND TEN BEST PUBLICATIONS, SHOULD START ON SEPARATE PAGES.

IX Research

- (a) Completed
- (b) In progress
- (c) Project, Dissertation and Thesis

X Publications

- (a) Books already published
- (b) Chapters in Books already published
- (c) Articles that have already appeared in Refereed Conference Proceedings
- (d) Patents and Copyrights
- (e) Articles that have already appeared in learned journals
- (f) Books, Chapters in Books and Articles already accepted for publication
- (g) Technical Reports and Monographs

XI Major Conferences Attended with Papers Read (in the last 5 years)

XII Ten Best Publications that Reflect the Totality of my Contributions to Scholarship

Note:

- Please use a single asterisk for publications which have appeared/been accepted since last promotion or appointment and double asterisk for publications which have appeared/been accepted since last consideration for promotion.
- Not less than 90% of the candidate's publication for Professorial cadre should have actually appeared in print.
- Not less than 75% of the candidate's publication for Senior Lectureship cadre should have actually appeared in print.

APPENDIX 1

TABLE OF SCORES OF PUBLICATIONS

A	B	C	D	E	F	G	H
Publication No. As in Candidate's CV	Publication Type	Position/No. of Authors	% Contribution of the Candidate	Contribution In Fraction $\left[\frac{D}{100} \right]$	Maximum Score Obtainable	Score Awarded Based on Maximum Score Obtainable	Weighted Score (E×G)
1.	Full Length Journal Article	2/20	10	0.1	5	3	0.3
2.	Book (creative)	1/1	100	1	5	4	4
						TOTAL	

DR.....

Name of Assessor
Signature
Date

APPENDIX II

Candidate's Name:

Department:

Faculty:

Year:

Present Grade:

Grade Applied for:

Part II Cases: Prerequisites for Recommendation of Appointment/Promotion			
S/N	Prerequisite	YES	NO
1.	Is the candidate the first author in 30% of presented publications?		
2.	Do the books, chapters in books, refereed conference proceedings, monographs, technical reports and patents in a candidate's publication?		
3.	Are the publications not in print as at time of application for promotion not more than 10% of the candidate's publications?		
4.	Does the candidate's list of publications contain less than 33% of the total number of journal papers in the same journal?		
5.	Do the number of articles in journals that have not gone beyond volume 3 (three) constitute less than 10% of the candidate's entire publications		
6.	Does the candidate have not less than 90% of his/her publications in print?		
7.	Does the candidate have up to 40% of his/her publications on Google Scholar?		
8.	Had the candidate attended at least one (1) international conference since he was last considered for promotion?		
9.	Does the candidate have evidence of conference attendance in the last five years?		
10.	Is less than 30% of a candidate's entire publications published within the two (2) years preceding the promotion year?		
11.	Has the candidate scored 50% of the maximum points for teaching effectiveness?		
12.	For promotion to Readership, has the candidate scored 70 point overall, with 50 points from the assessment of his/her publication?		
13.	For promotion to Professorship, has the candidate scored 90 points overall, with 70 points from the assessment of his/her publications?		

If any of the answers is ‘No’, the candidate’s promotion must not proceed beyond the department.

<p>Part I Cases Prerequisites for Recommendation of Appointment/Promotion</p>
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APPENDIX III

Candidate’s Name:

Department:

Faculty:

Year:

Present Grade:

Grade Applied for

If any of the answers is ‘No’, the candidate’s promotion must not proceed beyond the department.

ACKNOWLEDGEMENT OF RECEIPT OF STAFF INFORMATION HANDBOOK

(Counterpart to be placed in the Member of Staff's Personal File)

Name in Full-----

Address-----

Faculty/Department/Institute/Unit/Centre-----

Designation-----

Date of First Appointment

(Date Joined the University)-----

I hereby acknowledge the receipt of a copy of the Staff Information Handbook, University of Ibadan. I fully understand that the Handbook sets out the University's Rules and Regulations Governing Conditions of Service of its members of Staff.

SIGNATURE

DATE

SIGNATURE OF OFFICER IN CHARGE

DATE

(Full Name and Signature)