

REGULATIONS GOVERNING CONDITIONS OF SERVICE OF STAFF

PART I

PRELIMINARY

1.1 CITATION

These regulations will be cited as the Osun State University Conditions of Service of Staff.

1.2 Commencement

The regulations shall come into effect on the date approved by Council.

1.3 Power to Amend or Revoke

These regulations shall not be amended or revoked other than by subsequent regulations made by Council.

1.4 Interpretation

For the purpose of everyday application, all matters that arise from these regulations shall be referred to the Registrar for interpretation. Any questioning arising thereof shall be referred to the Vice-Chancellor.

1.5 Application

Unless otherwise stated, these regulations shall apply to all categories Of staff of the University.

1.6 Definitions

“Academic Staff” - Means, *The Vice-Chancellor, Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers, Graduate Assistants, Research Fellows, Professional Librarians and such other persons in the employ of the University engaged in teaching and research as the Council, acting in accordance with the recommendations of the Senate, may from time to time grant the status of member of the academic staff of the University.*

“Academic Year” - *An Academic Year shall cover the period from 21st of August to the 31st of May of the following year.*

**“Acting Dean of Faculty,
Acting Head of Department
Acting Provost of College”** - *A person so appointed by the Vice-Chancellor.*

“Adjunct Lecturer” - *An academic staff engaged on Part-Time basis to teach specified number of courses in a semester, examine and grade scripts.*

“Child” - *A natural child of a member of staff, in which context includes a step child, and or a legally*

adopted child who is wholly dependent on the staff.

- “Cognate Experience”** - *Experience with skill acquired through performance of duties relevant to a designated job position over a specified period of time.*
- “College”** - *College of the Osun State University headed by a Provost.*
- “Date of Appointment”** - *The date an appointed staff assumes duty in the University.*
- “Dean of Faculty”** - *A senior staff of a professorial rank appointed by Senate to be Dean on the recommendation of the Faculty Board.*
- “Department”** - *Any unit of the University organized and designated for approved functions, whether teaching, research, administrative, technical or professional services as recognized by the Council.*
- “Expatriate”** - *Any person to be designated by the laws of the land as non-Nigerian.*
- “Faculty”** - *As constituted and established under the provision of the Osun State University law and recognized by Senate and the Council of the University.*
- “Family”** - *A member of staff with his/her spouse and his/her children up to a maximum of four, who are below 21 years of age, and if over that age are still receiving education.*
- “Head of Department”** - *A person of professorial rank appointed by the Vice-Chancellor, acting on behalf of the Senate, and such other person who by virtue of his/her office is so designated by Council as Head of Department.*
- “Institute”** - *As constituted and established by the Senate and Council of the University.*
- “Non-academic”** - *An employee of the University other than those on the schedule of teaching and research, and serving the University in administrative, professional or technical cadres.*
- “Promotion”** - *Elevating the employment status of the University*

staff from a lower level to the next higher level with a commensurate salary. In this context, an upward re-grading to overcome any previous anomaly in appointment shall not be regarded as promotion.

- “Provost”** - *A senior staff of a professorial rank appointed by the Senate to be Provost of a College on the recommendation of the College Academic Board.*
- “Re-grading”** - *Elevation of employment status upon acquisition of additional relevant qualification, or to overcome any previous anomaly in appointment.*
- “Semester”** - *Any of the two parts into which the academic year is divided, namely the Harmattan and Rain Semesters.*
- “Senior Staff”** - *Shall include all lecturers, research workers, professional librarians, administrative and technical staff so designated through financial and functional delineation.*
- “Junior Staff”** - *Shall include all non-academic staff so designated through financial and functional delineation.*
- “Transfer”** - *Permanent release of a member of staff from one Department to another in the University or from one Public Service to another.*
- “University”** - *Means the Osun State University as established by the Osun State University law, 2006.*
- “Vice-Dean of Faculty”** - *A person so appointed by Senate on the recommendation of the Faculty Board.*

PART II
APPOINTMENTS

2.1 General

- A. An employee of the University as defined by the Law of the University shall hold office on such terms and conditions of service as may be set out in a contract in writing between him and the University, such contract being signed on behalf of the University by the Registrar or by such other person authorised for that purpose by the University.
- B. Any contract of appointment signed with the University shall contain or be deemed to contain a provision that the terms or conditions of service therein specified are subject to the provisions of the Law of the University and Osun State Establishment circulars that may be adopted by Council from time to time.
- C. All appointments shall be subject to a successful medical examination arranged by or on behalf of the University.
- D. An appointment shall not be valid until accepted in writing. The appointment commences from the date of assumption of duty.
- E. Every staff shall, on appointment, show valid and acceptable proof of his marital status, age, academic and professional credentials, as well as record of service of previous appointment on transfer of service.
- F. No change in age declaration will be entertained after assumption of duty.
- G. Domicile and Next of kin shall be as declared on first appointment unless applications for change have been made and approved by the Vice-Chancellor.
- H. All appointments shall be made to established positions and all vacancies shall normally be filled by the process of advertisement.
- I. Academic and non-academic positions shall be created through budgetary provisions which shall be processed from departments and Units through the Development Committee to Council for approval.
- J. Requests for advertisement of vacancies shall be processed through the Registrar to the Vice-Chancellor for approval. In this regard, the Registrar shall request Heads of Departments to submit to him requirements for subsequent academic year at the beginning of every year.
- K. Heads of Departments shall provide the following for each vacancy:
 - (i) Details of the minimum educational and professional qualifications as well as the experience required for the post to be filled.

(ii) Any other requirements unique to the discipline.

- L. All advertisements shall indicate closing date and shall request that applications other than those of Principal Officers be addressed to the Registrar of the University.
- M. Short-listing of Candidates for academic positions shall be done by Head of Department who shall advise the Dean and Provost as appropriate while the Provost shall advise the Vice-Chancellor in the short-listing of candidates for Associate Professorship and Professorship positions. The Registrar, the University Librarian and the Bursar shall shortlist candidates for non-teaching and professional positions as appropriate. The Vice-Chancellor shall advise the Chairman of Council on the short-listing of candidates for the positions of the Registrar, University Librarian and the Bursar.
- N. A Central Selection Committee shall interview where possible or, where not possible, consider in absentia all candidates for appointment from Senior Lecturership positions and above.
- O. Where the Vice-Chancellor is satisfied that special circumstances so require, he may appoint a visiting Professor, an Adjunct lecturer or any other-teaching or non-teaching staff for a period of not more than twelve academic months and such appointment may be renewed.
- P. No member of staff shall engage in any other gainful employment without the permission of the Vice-Chancellor who must be satisfied that the engagement will not adversely affect the primary assignment of the staff. The sharing of the remuneration payable to staff on consultancy shall be as determined by the University from time to time.
- Q. A candidate with a Master's degree shall normally be appointed into a training position as Assistant Lecturer, except that candidates with 1st Class Degrees may be considered for appointments at the level of Graduate Assistant.
- R. A candidate with a Ph.D degree may be appointed to the grade of Lecturer II, while an Assistant Lecturer who, while on that grade, obtains a Ph.D degree shall be regraded Lecturer II. The recommendation for regrading shall be made through the appropriate Review Panel to the Appointments and Promotions Committee (Academic).
- S. If a member of staff obtained his higher degree while on approved leave, the commencement of the new scale as well as the regrading shall be from the date of resumption of duty.
- T. Where a member of staff who obtained his Master's or Ph.D degree from the University or any other recognized University is regraded, the date of regrading and the new salary will be the date the Senate of the University awarded the degree.

2.2 Conditions Governing Appointments.

The following categories of appointments may be made by the Council of the University:

- (i) Tenured appointment
- (ii) Contract appointment
- (iii) Visiting appointment
- (iv) Adjunct appointment

A. Tenured Appointment

- (a) All Nigerians are eligible for appointment till retiring age as determined from time to time by the government.
- (b) Expatriate spouses of Nigerians are eligible for appointment till retiring age.
- (c) A tenured appointment shall be on full time basis and if confirmed shall continue until the end of the academic year in which the member of staff reaches retiring age.
- (d) Appointment to all grades, with the exception of the grade of Professor shall initially be for three years after which the appointment may be reviewed and be confirmed till retiring age or be renewed for specific periods of time or be terminated for non-performance.
- (e) Appointments to the post of Associate Professor and Professor shall be subjected to external assessment. The Provost of the College shall submit to the Vice-Chancellor a list of six names of possible External Assessors out of which the Vice-Chancellor shall choose three. The Vice-Chancellor shall forward the publications of the Professor to the selected assessors with guidelines for the assessment. Such appointment shall be subject to the receipt of two positive assessments. Assessors' reports shall be processed to the Appointments and Promotions Committee (Academic) together with the Selection Panel Report for approval.
- (f) The appointment of the Registrar, the University Librarian and the Bursar shall be for a period of five years in the first instance, renewable for another period of five years only provided the holder shall be able to serve out a full term of five years without reaching retirement age.
- (g) Temporary service of a person appointed to an established post may count as part of a period of probation, provided that such temporary service is relevant to the appointment and has been within the University, preferably in the department to which the person is being appointed.

Confirmation of Appointment

- (h) All appointments, other than those made to retiring age in the grade of Professor, Registrar, University Librarian and Bursar shall be reviewed before the expiration of the probationary period regardless of whether the person concerned has in the meantime been promoted or regraded from one grade to another, appointed to a higher grade or transferred from one department or College to another.
- (i) Confirmation of an academic appointment to retiring age after the initial period of three years shall be on the recommendation of the Head of Department. Such recommendation which shall be processed

through the Faculty and College Review Panels to the Appointments and Promotions Committee (Academic) for approval, shall be made on the basis of effective contribution to teaching and research since first appointment, provided that in exceptional circumstances confirmation in the grade of Lecturer may be made on evidence of exceptional teaching ability and experience.

- (j) Confirmation of non-academic staff shall be based on job knowledge and satisfactory performance of the duties of the office and such recommendation shall be written by the Head of Department and processed through the Registry/Bursary Review Panel to the Appointments and Promotions Committee (Technical) for approval.
- (k) Graduate Assistants, Assistant Lecturers and other academic members of staff in training positions are not eligible for consideration for confirmation of appointment.

B. Contract Appointment

- (a) Contract appointments may be offered to
 - (i) staff on voluntary retirement who have not attained the mandatory age of retirement;
 - (ii) staff who have reached the mandatory retirement age as determined by government from time to time; and
 - (iii) expatriate staff.
- (b) Contract appointments for staff who have not attained the mandatory retirement age and expatriate staff shall be for two years at a time, while appointment of persons who have reached the mandatory age of retirement shall be for one year at a time for a maximum period of five years and shall be subject to satisfactory medical report.
- (c) At the end of the contract period, the appointment shall be deemed to have terminated unless re-appointment is offered and accepted in writing.
- (d) Any staff on contract shall neither be eligible for increment nor promotion while the contract subsists. The salaries and status of such staff may however be reviewed upwards when the contract is being renewed.
- (e) Expatriates on contract appointment, who were recruited directly from overseas shall be provided with passages for self, spouse and two children who are still in school on first appointment and at the expiration of the appointment.
- (f) Staff on contract appointment shall be entitled to sponsorship for conferences, as well as leave of absence without pay.
- (g) Contract staff shall not be entitled to pension or gratuity. Expatriate staff shall however be entitled to 10% of their emoluments as gratuity payable at the end of each contract.
- (h) Contract staff shall not be entitled to sabbatical leave.
- (i) Staff who have reached the mandatory retirement age as determined by government may be appointed on contract for a maximum period of five years.

C. Visiting Appointment

- (a) Visiting appointments shall be subject to vacancy.
- (b) Visiting appointments for one year in the first instance shall be given to persons
 - (i) who have retired from pensionable appointments and Possess specialised skills relevant to the needs of the University.

- (ii) who are still in active service but whose engagement will be of social, economic and intellectual benefit to the University.
- (c) Under special circumstances as approved by the Council, Visiting appointments may be made for short periods to meet specialized needs.
- (d) Visiting appointments shall be deemed to have terminated unless re-appointment is offered and accepted in writing.

D. Adjunct Appointment

- (a) Adjunct appointments shall be given to academic staff, who while on full-time appointment in another institution can make their services available on part-time basis.
- (b) Adjunct appointments shall be made on semester basis.
- (c) All such appointments shall be bound by the laws and regulations governing staff of the University.
- (d) Adjunct appointees shall be entitled to honorarium per workload as approved by Council.
- (e) Adjunct appointees shall not be entitled to pro-rated leave or sponsored conferences.

2.3 Intra-University Transfer of Staff

Intra-University transfer from one Department to another within the University requires the prior approval of the two Departments concerned. Such transfer shall be subject to vacancy. An application for such transfer must be submitted to the Head of the applicant's Department and must state the reasons for desiring a transfer, and qualifications for the work the applicant wishes to undertake. The Receiving Department must conduct a regular interview to ensure that the candidate can function adequately in the new department but there is no need for advertisement. Where such transfer is from an administrative to an academic position, the interview shall be conducted by the Central University Selection Panel.

2.4 Inter – Campus Transfer of Staff

- (i) For effective management of the University, the Vice-Chancellor, on the recommendation of the Head of Department, may transfer a non-academic member of staff from one College to another. Except in special circumstances such as need or in disciplinary cases, such transfer shall however not be earlier than three years after last deployment.
- (ii) Staff on normal inter-campus transfer shall be entitled to a month's basic salary as Relocation Allowance. Relocation Allowance shall, however, not apply in disciplinary cases.

2.5 Appointment of Provosts, Deans, Directors and Heads of Departments

A. Appointment of Provost

1. The Provost of a College shall a Professor and the appointment shall be by election.
2. A Provost shall hold office for a term of two years and shall be eligible for re-election for another term of two years after which he may not be re-elected again until two years have elapsed.

3. The Procedure for the election shall be as follows:
 - i. Two months to the end of the academic session the College Secretary shall give notice of election and invite all interested Professors in the College to complete nomination forms for the post. The notice shall indicate a closing date of nomination which shall not be earlier than two weeks after the date of call for nominations.
 - ii. The nomination form shall make provision for a nominee, a proposer, a seconder and their signatures.
 - iii. Elections into the vacant post of Provost shall be held at the College Board meeting convened for election and the results of the election processed to the next senate meeting for approval. Such election shall be presided over by the College Secretary.
 - iv. Where there is only one Professor in the college who declares his interest, such a Professor shall be elected unopposed.
4. Where there is no Professor willing to take the post of Provost of the College, the Vice-Chancellor, shall appoint a Professor from a cognate College as Provost and shall report action to Senate for ratification.
5. All appointment shall be effective fro 1st of August.
6. The appointment of the deputy Provost shall be similar to that of Provost except that the Deputy Provost shall not be less than a Senior Lecturer and the effective day shall be 1st of October.

B. Appointment of Dean and Vice-Dean

1. The Dean of the Faculty shall be a Professor elected by the Faculty Academic Board, and such Dean shall hold office for two years and shall be eligible for re-election for another term of two years after which he may not be eligible for re-election until two years have elapsed.
2. The procedure for the election shall be as follows:
 - i. Two months to the end of the academic session, the Faculty Secretary shall give notice of the election and invite all interested Professors in the Faculty to complete nomination forms. The notice shall indicate a closing date which shall not be earlier than two weeks after the date of call for nominations.
 - ii. The nomination form shall make provision for a nominee, a proposer, a seconder and their signature.
 - iii. The election into the post of Dean shall be held at a Faculty Board so convened and shall be presided over by The Faculty Secretary.
 - iv. The result of the election shall be processed through the College Academic Board to the Senate for approval.
3. Where there is no Professor in the Faculty, the Vice-Chancellor on the advice of the Provost of the College shall appoint an Acting Dean for a period of one year at a time.

4. The Vice-Dean of the faculty shall be elected by the Faculty Board through a process similar to the election of the Dean. The Vice-Dean shall not be less than a Senior Lecturer and shall hold office for two years.
5. Appointment of the Dean shall be effective from 1st of August while that of the Vice-Dean shall be effective from 1st of October.
6. The Dean and the Vice-Dean of Student Affairs shall be appointed by the Vice-Chancellor and ratified by the Senate.

C. Appointment of Directors

Directors of Centres/Institutes /Units shall be appointed by the Vice-Chancellor for a period of three years and shall be eligible for appointment for another period of three years only. The appointments shall be reported to the Senate for ratification.

D. Appointment of Heads of Departments

1. Heads of Departments shall be appointed by the Vice-Chancellor and such Heads shall hold office for a period of three years and shall be eligible for re-appointment for another term of three years
2. The procedure for the appointments of the Heads of Departments shall be as follows:
 - i. The Head of Department shall be a Professor and shall be appointed by the Vice-Chancellor on the recommendation of the Dean or Provost where there is no Dean.
 - ii. In a situation where there is no professor in the Department, the Vice-Chancellor shall appoint an academic staff of at least the rank of Senior Lecturer as Acting Head of Department for a period of one year renewable for a period of another year. Other than in exceptional circumstances, the period of such appointment shall exceed three years.
 - iii. Where there is no Senior Lecturer in the department, a Lecturer may be appointed as Coordinator for a period of one year at a time, except that the Vice-Chancellor may appoint a Senior Lecturer from a cognate Department for a period of one year at a time.

PART III

DISENGAGEMENT FROM SERVICE

3.1 Resignation of Appointment

- (a) Unless the consent of the Council be otherwise obtained, a member of the academic staff shall not resign his appointment other than the end of the academic session after having given to the Council due notice in writing of his intention to do so or tendered payment in lieu of notice provided that this section shall not operate where a member of staff is under bond to serve the University, and in such cases the terms and conditions of the bond shall operate.
- (b) A Professor, the Registrar, the University Librarian and the Bursar shall give six months notice to coincide with the end of the academic session.
- (c) Other academic staff shall give three months notice to coincide with the end of the academic session, or tender three months salary in lieu of notice under special circumstances acceptable to Council.
- (d) All other staff shall resign their appointment at any time upon giving three months notice in writing to Council or by tendering three months salary in lieu of notice.
- (e) No academic staff shall leave service without submitting to the Head of Department and Dean all records on students including examination results of students and such submission shall be documented for the attention of the Provost and the Vice-Chancellor.
- (f) Where a staff on temporary appointment decides to disengage from the University before the period specified in the agreement, such staff shall be required to give one month notice of resignation or one month salary in lieu of notice.

3.2 Voluntary Retirement

- (a) A member of staff may voluntarily retire from service not having attained the stipulated compulsory retirement age, and after giving due notice, such staff shall be entitled to retirement benefits as provided for by the pension law for the time being in force.
- (b) If a member of staff retires/withdraws his/her service while on approved leave, the effective date of retirement/withdrawal of service shall be the last date of work in his/her Department.

3.3 Transfer of Service

A member of staff may request that his/her services be transferred to another arm of the public service after giving due notice.

3.4 Termination on Ground of Ill Health

- (a) If a member of staff falls ill and is unable to discharge his duties, he shall be on full salary for six months after which he shall be on half salary for not more than another six months.
- (b) If the ailment continues after 12 months, the case shall be considered by a duly constituted Medical Board, If the Board is satisfied that the staff is medically unfit and that there is no reasonable likelihood of his being able to resume duties then the Board shall recommend to Council the terminate appointment of such staff on medical ground. Such staff shall be entitled to his full pension benefits.

3.5 **Clearance**

On submission of letter of resignation/retirement, the Registrar shall forward clearance forms to the staff to be processed to all relevant sections of the University, including the Unit/Department/Faculty/College/Bursary/Library, for the Heads of such sections to confirm that the staff is in no way indebted to the University. The notice of resignation/retirement will be accepted thereafter.

3.6 **Death**

- (a) Where a member of staff dies before he is confirmed, or within the first three years of service, the next of kin on compassionate grounds shall be given the equivalent of one month salary of the late employee as death benefit.
- (b) Where a member of staff dies after his service has been confirmed, his next of kin shall be paid the equivalent of the annual salary of the late employee in addition to drawing on the employee's pension benefits.
- (c) To be entitled to any of the above benefits, the next of kin shall be required to submit a copy of the death certificate as well as letter of administration.

PART IV

DISCIPLINE

4.1 Misconduct

Misconduct shall be defined as any misbehaviour likely to tarnish the good name or reputation of the University and is prejudicial to the proper administration of the University. Misconduct includes, but is not limited to, corruption, dishonesty, drunkenness in the course of duty, false claims against the University or any of its constituent parts, insubordination, negligence of duty, falsification of documents, suppression or unauthorized disclosure of University information and record, absence from duty without excuse, failure to perform acts essential to proper execution of duties, failure to appear or answer questions satisfactorily in any investigation before any person or body designated by the University or any of its constituted bodies for the purpose of investigating any matter arising out of any of the affairs of the University, or the Conditions of Service or the Code of Conduct.

4.2 Staff Disciplinary Committee

Where the Vice-Chancellor is satisfied that a misconduct has been committed, he shall refer such case to a duly constituted Staff Disciplinary Committee. The report of such committee shall be referred to the Appointments and Promotions Committee (Academic) or (Technical) for further consideration.

4.3 Processing of Disciplinary Committee Report

(a) Unconfirmed staff

Where a staff commits a misconduct of such serious nature as to have brought the name of the University into disrepute, such as sexual harassment or examination malpractice, the staff shall be dismissed from service without further processing of the case to Council, after the Disciplinary Committee report would have been considered by the Appointments and Promotions Committee.

(b) Confirmed Staff

Where a staff commits a misconduct of such serious nature as to have brought the name of the University into disrepute, the Appointment and Promotions Committee's report shall be forwarded to Council for further processing and the decision of Council shall be final.

4.4 Non-Performance

- (a) If an employee's performance is reported not to be satisfactory during an annual review exercise, this shall be referred to the Appointments and Promotions Committee (Academic) or (Technical) as appropriate with advice along the following lines;

Unconfirmed staff

- (i) For the first year of review, the committee may warn employee only for non-performance.
- (ii) A staff with two consecutive warnings shall have his/her appointment terminated.

For Confirmed staff

- (i) Committee may warn only for non-performance.
 - (ii) It may also withhold the increment which will only be reinstated after improved performance in subsequent year.
- (b) A staff who has been warned by the Appointments and Promotions Committee shall forfeit consideration for promotion within the minimum number of years required.

4.5 Warning

- (a) Where a Head of Department is satisfied that an employee's behaviour is inappropriate and hampering the good administration of the Department, he shall issue a written Departmental warning, a copy of which, together with the employee's explanation shall be sent to the Provost and the Registrar for noting.
- (b) Where the misbehaviour of the staff is of such a nature as requires the intervention of the Provost, the Head of Department shall report the case in writing to the Provost who shall issue a query to the staff. The reply to the query and subsequent action of the Provost shall be reported to the Vice-Chancellor and copies sent to the Registrar for record purpose. The memorandum from the Provost shall indicate clearly actions he has taken and what action is required of management, which may include warning by the Vice-Chancellor.
- (c) Continued misconduct of a staff shall be reported to the Vice-Chancellor who shall direct the Registrar to issue a query. The Registrar in turn will request the query to be issued by the Personnel Unit of the Registry. The query and the response shall be forwarded to the Staff Disciplinary Committee to look into the case of misconduct and make necessary recommendations to the Appointments and Promotions Committee (Academic) or (Technical) as appropriate. The Appointments and Promotions Committee shall then direct that a warning be issued if the staff is found liable.

4.6 Procedures for Suspension/Termination/Dismissal of Appointment due to misconduct

A. Termination of Appointment/Dismissal

Any member of the academic staff or non-academic staff may have his appointment terminated for engaging in acts of misconduct provided that:

- (i) The appointment of a member of academic staff who holds an appointment until retiring age shall not be terminated by the Council unless there has been an investigation relating to his case by a Joint Committee, nominated by Council and Senate of which Joint Committee at least one third of membership have been appointed by Senate. Such members shall not be members of the Appointments and Promotions Committee (Academic). The person concerned shall, if he so requests, be permitted to appear and defend himself in person or through his chosen representative before the Joint Committee. The report of the Joint Committee shall be considered by Senate and then by Council, and the decision of Council on this case shall be final.

- (ii) The appointment of a non-academic staff who holds an appointment until retiring age shall not be determined by Council unless the person has been notified in writing of the grounds of which consideration is being given to the determination of his appointment and there has been an investigation relating to his case by a three-man investigating committee appointed by the Council two of whom shall be external to the Council. The person concerned shall, if he so requests, be permitted to appear either by himself or his representative before the investigating Committee to defend himself. The report of the investigating committee shall be considered by the Council, and the decision of the Council on this case shall be final.
- (iii) A member of staff who absents himself from duty without leave or who fails to resume duty at the end of a leave period shall forfeit his salary for the period of his absence and shall be liable to be removed from office without formality and the onus shall rest on him to show that the circumstances do not justify the imposition of the full penalty.

B. Suspension

- (i) Whenever in the opinion of the Vice-Chancellor misconduct which is of such nature as not to warrant dismissal has been committed by the employee, the Vice-Chancellor shall refer the case to the Staff Disciplinary Committee to investigate and report to him. The Vice-Chancellor shall process the report to the Appointment and Promotions Committee (Academic) for academic staff or the Appointments and Promotions Committee (Technical) for non-academic staff. If a prima-facie case of misconduct is established the staff shall be suspended without pay for a period of not more than three months.
- (ii) Notwithstanding sub-paragraph (i) above, when a case of misconduct is reported to the Vice-Chancellor, he may, at his discretion, suspend the employee immediately, pending further investigation. Such suspension shall be on half pay.
- (iii) When an employee under sub-paragraph (ii) above is not found liable after investigation, he shall be reinstated and shall receive the balance of his salary and allowances for the whole period of his suspension.
- (iv) When an employee has been suspended, he shall be called upon to hand over the property of the University in his charge to his Head of Department.
- (v) Notice of suspension shall be conveyed to the employee concerned in writing by the Registrar.

C. Criminal Cases

- (i) Where misconduct is of a criminal nature the Vice-Chancellor shall seek legal advice and shall report the matter to the Police for further investigation.

- (ii) Where an employee has been charged with criminal offence, whether or not the charge is connected with the University, the Vice-Chancellor shall interdict him from duties forthwith.
- (iii) Formal notice of interdiction shall be given to the employee concerned in writing by the Registrar. The notice shall state the date from which the interdiction takes effect, and the reasons for such interdiction.
- (iv) An employee who is under interdiction shall be required to hand over the property of the university in his charge to his Head of Department and shall be forbidden to carry on his duties or visit his place of work without the express permission of the Vice-Chancellor.
- (v) Where an employee under interdiction is found not guilty of any or all the charges, he shall be reinstated and shall receive the balance of his salary and allowances for the whole period of his interdiction. The Vice-Chancellor may however review the circumstances of the case with a view to determining the desirability of his continuation in the service of the University.

D. Loss or Damage to University Property

- (i) If at any time the Vice-Chancellor, after formal inquiry, is satisfied that the University has sustained a loss by reason of neglect or default of any employee, such employee shall be liable to make good the loss or damage to the extent ascertained as a result of the formal inquiry. The employee shall make restitution through installmental payment to be deducted from the employee's salary.
- (ii) Should a loss of fund or property occur, any employee discovering the loss shall forthwith report it to his Head of Department, who in turn shall investigate and submit a report to the Vice-Chancellor. Failure to make an immediate report of such loss shall be regarded as dereliction of duty and shall be subject to disciplinary action.

PART V

LEAVE

5.1 Annual Leave

- (a) Every staff member is entitled to leave as applicable in the service of the Government and such other leave as may from time to time be approved by Council. There shall be no accumulation of leave except herein provided for or at the instance of the University.
- (b) Academic staff shall normally proceed on annual leave during the long vacation, which normally shall be after the second semester of the academic year. Non-academic members of staff shall proceed on annual leave at such other time as the exigency of work permits provided that at least 6 months had elapsed since resumption from the last vacation leave.

5.2 Annual Leave Entitlements.

Annual Leave entitlement is as follows:

| | | |
|---------------------------|---|-----------------|
| Academic Staff | - | 56 working days |
| <u>Non-Academic Staff</u> | | |
| Contiss 6 and above | - | 42 working days |
| Contiss 5 | - | 35 working days |
| Contiss 3 and 4 | - | 30 working days |
| Contiss 1 and 2 | - | 21 working days |

5.3 Leave for New Staff

A newly appointed member of staff shall be eligible for annual leave within the year of appointment on pro-rated basis provided that he has been in the service for not less than 6 months from the date of assumption of duty.

5.4 Pro-Rated Basis of Leave

The ratio of leave days per annum to months of service in all cases is as follows:

| MONTHS | DAYS | | | | |
|-----------|---------------|---------------|-----------|-------------------|----------------|
| | CONTISS 1 & 2 | CONTISS 3 & 4 | CONTISS 5 | CONTISS 6 & above | Academic staff |
| 6 months | 11 | 15 | 18 | 21 | 28 |
| 7 months | 12 | 18 | 21 | 25 | 33 |
| 8 months | 14 | 20 | 24 | 28 | 38 |
| 9 months | 16 | 22 | 27 | 32 | 42 |
| 10 months | 18 | 25 | 30 | 35 | 47 |
| 11 months | 19 | 28 | 33 | 39 | 52 |
| 12 months | 21 | 30 | 35 | 42 | 56 |

5.5 Approval for Leave

- (a) Approval for leave shall be granted by the Registrar for all staff other than Heads of Departments, Deans, Provosts and Principal Officers whose leave approval shall be granted by the Vice-Chancellor or his accredited Officer. The approval of leave of the Vice-Chancellor shall be granted by the Pro-Chancellor.
- (b) All non-academic staff shall complete Annual Vacation Leave form

- to be administered by the Personnel Affairs Unit indicating preferred date of leave.
- (c) Annual leave for academic staff is to be declared through a circular issued by the Registrar on the directive of the Vice-Chancellor.

5.6 Casual Leave

A staff shall be entitled to not more than 5 working days casual leave at a time and up to a maximum of 7 working days in a year, subject to the recommendation of the Head of Department and approval of the Registrar or Vice-Chancellor as appropriate. Casual leave shall be granted only after annual leave has been utilized.

5.7 Leave during Semester

During the semester the Head of Department's approval is needed for absence lasting up to 3 days. Approval of the Dean or Provost is required for absence not exceeding 7 days. Approval in the case of the Dean or Provost shall be made by the Vice-Chancellor. The Vice-Chancellor's approval is required for all absence exceeding 7 days. For academic staff, the Vice-Chancellor's approval is needed for absence exceeding 3 days during an examination period. All leave requiring traveling abroad shall be approved by the Vice-Chancellor.

5.8 Secondment

When the secondment of any member of staff to the services of another University or approved body is based on public interest, the period of secondment shall not be limited but shall be reviewed at intervals of three years. The staff shall continue to hold his substantive post and will be treated as having been posted on special duty. However, he shall be entitled to notional promotion which will be processed in accordance to University regulations governing promotions.

5.9 Leave of Absence without Pay

Leave of Absence without Pay shall be granted where the University is not called upon to be responsible for any expenses in respect of the leave provided that.

- (a) The applicant is a confirmed staff;
- (b) The applicant can be spared from his duties;
- (c) The committee is satisfied (in relevant cases) that the plan of study or research is beneficial to the individual concerned and the University;
- (d) The University considers the leave necessary on compassionate or other grounds;
- (e) The leave is not for more than one year in the first instance, subject to a renewal up to a maximum of 3 years;
- (f) For every year of leave of absence without pay the staff shall be bonded to serve the University for one year.

5.10 Leave of Absence with Pay

- (a) A member of staff who has been nominated by the Department or the University to undergo training or retraining programme in a special area of need to the University may be granted Leave of Absence with full Pay. In addition to his salary, he will be entitled to tuition where applicable as well as passage for self only (where applicable).
- (b) For every year of Leave of Absence with Pay, the staff shall be bonded to serve the University for one year.

5.11 Study Leave with Pay

- (a) After six semesters of service, a member of staff may apply for Study Leave with Pay for up to one semester to pursue a course of study or undertake research.
- (b) Application for Study Leave shall be processed through the Department/Unit Review Panel to the College/Faculty, Review Panel and then to the Appointments and Promotions Committee for approval.
- (c) The application shall contain.
 - (i) Commencement date and duration of the period for which the study leave is sought;
 - (ii) A plan of study or research which the applicant proposes to pursue during the period of study; and
 - (iii) A statement showing details of any financial assistance being sought or already obtained from other source(s).
- (d) Evidence must be confirmed that the applicant can be spared and that no additional expenses will be incurred by the University if Leave is granted.
- (e) The programme of research or study must be acceptable to the Appointments and Promotions Committee.
- (f) The Vice-Chancellor may, where necessary, act on behalf of the Appointments and Promotions Committee and shall report his action to the Committee for covering approval.
- (g) The applicant shall undertake in writing to return to the University for a period equivalent to the duration of the study.
- (h) Study Leave is a privilege and not a right and will not necessarily be granted to every applicant who has completed six semesters of service.
- (i) Not more than one period of study leave may be granted in respect of previous service, notwithstanding that the service may exceed six semesters. Service for the purpose of study leave shall be reckoned either from the date of assumption of duty in the case of first application for study leave or from the date of resumption after the last study leave in the case of any subsequent application.
- (j) A non-academic staff may be granted permission and/or sponsorship to attend courses of short duration locally or abroad on the recommendation of the Registrar and the approval of the Vice-Chancellor.

5.12 Part-Time Studies

A non-academic staff who intends to engage in self development and improvement of occupational skills through part-time studies shall on application be considered on merit provided that the period of studies shall not interfere with the normal duties.

5.13 Day Release

- (a) Where a senior non-academic staff has been offered admission for a higher degree or postgraduate diploma relevant to his studies but would not be released on Leave of Absence, he shall be granted Day Release to enable him attend his lectures, provided his work will not be affected adversely.
- (b) Only confirmed staff shall be entitled to Day Release.
- (c) For every year approved for day release, the staff concerned shall enter into a bond to serve the University for one year.

5.14 Sabbatical Leave

After six years of continuous service in the University, a senior member of staff shall be entitled to one year sabbatical leave with full pay. For non-academic staff the leave will be to either pursue a course of study or gain practical experience in particular field of specialization related to University administration or services.

Approval of sabbatical leave shall be subject to the conditions:

- (a) the applicant can be spared from his duties and that no additional expenses will be incurred by the University if the leave is granted.
- (b) the programme of study or research shall be approved by the Appointments and Promotions Committee.
- (c) the applicant shall undertake in writing to return to the services of the University for two semesters after the leave.
- (d) the applicant has been in continuous service six years after his last leave (i.e Study Leave, Leave of Absence with or without Pay or Sabbatical Leave).

5.15 Sick Leave

- (a) Sick leave on full pay up to a maximum period of six months shall be granted by the Vice-Chancellor acting on behalf of Council upon the production of a medical certificate endorsed/certified by the Chief Medical Officer of the University.
- (b) Sick leave beyond six months shall be on half pay.
- (c) All sick leave granted under this section shall be reported to Council.
- (d) The case of staff on sick leave for up to one year shall be reviewed by the Medical Board and appropriate recommendation made to Council.

5.16 Maternity Leave

- (a) Maternity Leave of not more than 12 weeks shall be granted by the Registrar on application and production of medical certificate endorsed by the Chief Medical Officer of the University and submitted to the Registrar through the Head of Department.
- (b) Effective date of Maternity Leave shall be date recommended by the Chief Medical Officer.
- (c) Maternity Leave with full pay and vacation leave shall not be both taken in the same academic year. Where vacation leave is taken, maternity leave in the same year shall be without pay.
- (d) Maternity Leave with pay shall not be granted to staff under one year of service provided that
 - (i) A Staff shall be eligible to Maternity Leave with Pay if her

- transfer of service from another arm of the public service has been duly approved;
- (ii) She has served for not less than six months in her present Post; and
 - (iii) Has not taken her current leave in the previous establishment.
- (e) All Maternity Leave in excess of twelve weeks shall be without pay.

5.17 Promotion of Staff on Leave

Cases of staff on study leave, leave of absence with or without pay, sabbatical leave or secondment shall not be listed for consideration for promotion until such staff resume duty.

5.18 Written Approval for Leave

No member of staff shall proceed on leave without a prior written approval of the University.

PART VI
ACADEMIC STAFF DEVELOPMENT AWARD

6.1 Conferences/Workshops/Seminars

- (a) Subject to availability of funds, a staff shall be entitled to attend a sponsored Conference, Workshop or Seminar once a year for local/national conferences and once in two years for international conferences.
- (b) A fund, the Learned Conference Fund, shall be established on a recurrent basis and shall normally be administered by the Committee of Provosts, Deans and Directors.
- (c) A person wishing to attend a Conference should in the first instance explore the possibility of the organizers of the conference paying his expenses, either in whole or part. Where the expenses for attendance at a Conference are paid by an outside body, the extent of the contribution by the University shall take into account the contribution from the outside body.
- (d) Members of staff on study leave or other official overseas engagements may apply for financial assistance to attend a learned conference, provided that there is enough justification to support the application.
- (e) The fund should be made available to academic members of staff and administrative and technical staff attending conferences whether local, national or international.
- (f) Applicant for an award shall be required to satisfy the committee that.
 - (i) the conference or workshop is of major importance in the applicant's academic field and/or professional development;
 - (ii) the applicant has been scheduled in the official programme of the conference as taking an active part in the proceedings, e. g. contributing a paper or presiding over a session. He must submit ten copies, of the abstract of the paper he intends to present as well as ten copies of the letter of acceptance from the conference organizers which will indicate that his paper has been accepted for presentation at the conference.
 - (iii) a brief report on the conference shall be submitted latest two weeks after arrival from the conference and where applicable, copies of the paper presented to the Conference should be submitted to the University Librarian through the Secretary to the Committee.
 - (iv) In the case where the staff is not presenting a paper, the Head of Department must justify the need for support.
- (g) Payment of conference registration fee may be considered up to a maximum of \$75 for international conferences. However, membership fee of associations shall be the responsibility of individual staff.
- (h) Applications will not be considered retroactively.

6.2 Special Doctoral Staff Training Programme

- (a) Osun State University shall operate a special Doctoral Staff Training Scheme whereby aspirants into lecturership positions in the University could apply and be engaged as Trainee Fellows I or Trainee Fellows II on full time studies.
- (b) The Trainee Fellow in each category shall enroll for appropriate Master's Degree or Ph.D Programme.
- (c) Trainee Fellows holding Master's degrees and undergoing Ph.D programmes shall be entitled to allowance equivalent to salaries of Assistant Lecturers while those undergoing Master's Degree Programmes would be entitled to allowances equivalent to salaries of Graduate Assistants.
- (d) In addition, trainees in Nigeria Universities shall be entitled to the following allowances:
 - (i) full tuition and other approved fees;
 - (ii) book allowance of #30,000 for candidates on Ph.D programme and #20,000 for candidates on Master's programme;
 - (iii) the sum of #12,000 as Internet access allowance;
 - (iv) the sum of #10,000 as thesis allowance for candidates on Master's programmes and #20,000 for candidates on Ph.D programme.
- (e) Candidates on training in overseas institutions would be treated on individual merit.

PART VII
Salary Placement, Allowances and Honorarium

7.1 Salary Placement on Appointment

In deciding the point on the salary scale at which a candidate shall be placed on first appointment, the selection panel will have regard to the conditions attached to the appointment as advertised, as well as additional experience, qualifications and seniority of the person concerned in the equivalent grade in his previous appointment. If he/she is from an institution of equivalent status and will normally grant him/her one increment above the point on the scale he would have reached had he continued in his former post.

7.2 Salary Increment

- (a) The date on which an annual incremental credit is earned shall be 1st October of the year.
- (b) An annual incremental credit may be forfeited or deferred on approved disciplinary grounds.
- (c) All promotions shall be effective from 1st October of the year.

7.3 Passages

A. Appointment

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

B. Resignation/Transfer/Retirement

- (i) On resignation, transfer or retirement. A member of staff shall be provided road or economy class air or approved road or rail fares by the shortest route for himself and up to four children up to the age of 18 from the University to his country of domicile or in the case of a Nigerian, to his home in Nigeria provided that his resignation, transfer or retirement is in accordance with the terms of his contract.
- (ii) Where a member of staff does not complete his first academic session of service, he shall normally not be eligible to repatriation of himself and his family to his country of domicile or for travel to his home in Nigeria at the expense of the University.
- (iii) Where a member of staff resigns while on leave, he shall not be entitled to passages for himself, his wife and his children.
- (iv) Where a member of staff resigns within six months on return from leave giving only three months notice, he shall not be eligible for repatriation for himself and family.

C. On University Business

Passages on University Business shall be authorized by the Vice-Chancellor acting on behalf of Council. There shall be no entitlement to family passages.

D Special Circumstances

- i. An expatriate member of staff normally entitled to free passages who, on medical grounds of obvious urgency accepted by the Vice-Chancellor acting on behalf of the Council, and in consultation with the Director, Medical and Health Services, (who is a member of the Medical Advisory Board), requires passage for traveling overseas for treatment, he shall have return passage paid such staff.
- ii. The spouse of a member of staff, not himself a staff, on medical grounds shall have passage paid to the place of treatment with the approval of the Vice-chancellor.

7.4 Housing and Vehicle Loan

The Bursar, acting on behalf of Council, shall endorse applications of confirmed senior members of staff to financial houses for housing and vehicle loans. Such loans shall be deducted from the salaries of such staff for an approved number of years at a rate not exceeding one-third of the monthly salary of the staff.

7.5 Subsistence Allowance/Per Diem

- (a) Staff on approved University Business shall be entitled to subsistence allowance at the approved rate.
- (b) Per diem for attendance at local learned conference/workshop shall be at the maximum rate of #10,000 per day for a maximum of 5 days for senior staff.
- (c) Per diem for attendance at international learned conference shall be at the rate of \$75 per day for a maximum of 5 days for senior staff.
- (d) Air fare for international conference may be considered provided the total approved sum including per diem allowance and registration fee does not exceed \$2,000.
- (e) Mileage claim for attendance at local conferences shall be at current approved University rates.
- (f) Group applications attract a sum of #200,000 per participation subject to a maximum of five participants who must show evidence of attendance.
- (g) Participation in local conferences which do not require staying overnight shall only attract mileage claim at current approved University rates.

7.6 Adjunct Lecturers

Adjunct Lecturers shall be paid honorarium at the following rates per Semester.

| Rank | 3 Unit Course | 2 Unit Course | 1 Unit Course |
|------------------|----------------------|----------------------|----------------------|
| Professor | ₦250,000 | ₦225,000 | ₦150,000 |
| Assoc. Professor | ₦225,000 | ₦180,000 | ₦135,000 |
| Senior Lecturer | ₦200,000 | ₦163,400 | ₦126,700 |
| Lecturers II/I | ₦180,000 | ₦150,000 | ₦120,000 |

7.7 Acting Appointment

- (a) Where a non-academic staff acts in a post higher than his for a period of not less than 14 days, the officer shall receive 100% of the difference between his actual salary at the time and the initial salary of the immediate higher post.
- (b) Where a member of staff holds two offices at the same time, he shall be paid only one responsibility allowance and this shall be the higher one.

7.8 Allowances

Responsibility Allowance

Responsibility allowances for Provost, Deputy-Provost, Dean, Vice-Dean, Head of Department/Unit and Coordinator of Department as approved by the Council from time to time.

Transport Allowance

Transport Allowance for teaching across Campuses will be two thousand and six hundred naira (N2, 600.00) per day

7.9 Night Allowance

Night allowance for staff shall be as follows:

| <u>CONTISS</u> | | <u>CONUASS</u> | |
|--------------------|-----------|----------------|-----------|
| 1 - 5 | = ₦5,000 | 1 - 2 | = ₦7,500 |
| 6 - 8 | = ₦7,500 | 3 - 4 | = ₦10,000 |
| 9 - 11 | = ₦10,000 | 5 - 6 | = ₦15,000 |
| 13 - 14 | = ₦15,000 | 7 | = ₦18,000 |
| Principal Officers | - ₦20,000 | | |
| Vice-Chancellor | - ₦25,000 | | |

PART VIII

8.1 Medical Attention

- (a) All staff and the family of staff shall benefit from the National Health Insurance Scheme effective from when the University joins the scheme.
- (b) While in Nigeria, medical treatment shall be provided at the Health Centre at a subsidized rate for the member of staff, his spouse and up to four dependent children, provided that
- (c) Staff requiring medical treatment abroad will be entitled to passages and up to maximum subsidy of \$2,000 on medical bills. This will be on the recommendation of the Medical Advisory Board.

8.2 Composition of Medical Advisory Board

The Medical Advisory Board shall comprise the following:

| | | |
|---------------------------------------|---|----------|
| Deputy Vice-Chancellor | - | Chairman |
| Provost, College of Health Sciences | - | Member |
| The Bursar or his Representative | - | ” |
| Director, Medical and Health Services | - | “ |
| Head, Personnel Affairs Unit | - | “ |

Secretary to be appointed by the Registrar from the Personnel Affairs Unit

Functions

- (a) To advise the Vice-Chancellor on cases of staff on prolonged illness beyond 12 months.
- (b) To advise the Vice-Chancellor on cases of ailment of staff requiring treatment abroad.

PART IX

ANNUAL REVIEW OF STAFF

9.1 GENERAL GUIDELINES

- (a) All staff of the University must be reviewed annually to determine his/her continued productivity, fitness and suitability for the position held and to determine whether such staff
 - (i) deserves promotion to the next rank; or
 - (ii) should be given normal annual increment; or
 - (iii) should have his/her appointment confirmed as a full time staff to retirement age; or
 - (iv) should be warned; or
 - (v) required to withdraw his/her service.
- (b) At the beginning of a new academic session, each College/Division must set out its time-table for review panel meetings and communicate this to all Departments and staff of the College/Division. However, emergency review meetings can be called if the need arises.
- (c) All Departments must hold review meetings early enough to meet the College/Division review time-table.
- (d) Any staff member who is of the opinion that he/she is qualified/ready for promotion to the next grade may apply to the Departmental Review Panel stating the justification(s). Provided that
- (e) The Vice-Chancellor shall have the power to call for the review profile of staff members to guard against deliberate refusal to review staff members
- (f) A staff member must know the outcome of his/her review and accept or protest if he/she disagrees.
- (g) At the end of each academic session, each Faculty/Department must present a list of all those who submitted themselves for review that academic year and a summary of the decisions reached in each case.
- (h) Review cannot be initiated retroactively. Any staff who fails to submit him/herself for review in a session should not be reviewed for the purpose of promotion for that particular session again. However, in the case of promotion exercises involving external assessment, a particular review case may not be included in the same review year. Also staff on sabbatical and other approved leave who cannot submit themselves for review until at the end of their leave may do so but not later than six weeks from the end of the approved leave to be eligible for consideration for promotion for the immediate past review year.
- (i) Movement from Assistant Lecturer to Lecturer II position should, as much as possible, be based on acquisition of additional qualifications in order not to retard the progress of Ph.D work of staff members in training positions.

REVIEW OF ACADEMIC STAFF

9.2 Guidelines on Acceptable Publications/Authorship

- a) Acceptable publications include refereed books, academic journals, academic bulletins, and monographs all with distinctive academic quality, originality and contribution to knowledge.
- b) The following categories of publications are recognized for purposes of assessment:
 - (i) Books/Chapters in Books,
 - (ii) Journal Articles and
 - (iii) Refereed Conference Proceedings.
- c) For the purpose of promotion exercise, a book is regarded as a publication of more than fifty-six (56) pages, according to UNESCO definition. ***Textbooks published for primary and secondary schools are NOT acceptable for promotion purposes.***
- d) Publications that are not in print as at the time of application for promotion shall not constitute more than 10% of candidate's publications for assessment for non-professorial grade.
- e) Journals based in Colleges of Education and Polytechnics/Monotechnics are unacceptable for promotion purposes.
- f) A book must be authored or edited by a reputable scholar and published by a reputable publishing house.
- g) Monographs and technical reports must bear the imprint/certification of sponsoring agencies.
- h) A candidate for promotion should not have more than 20% of his/her total number of journal papers in the same journal.
- i) Chapters in books should not constitute more than 30% of total publication of candidate for promotion to any cadre.
- j) Joint/Multiple authorship: For a candidate to move to Associate Professor and full Professorship, he/she must demonstrate ability to initiate/lead research and as such must have been lead/sole author in at least 40% of his/her total publications.

9.3 Scoring Systems for Publications

A. Sole Publications

Each publication shall be scored using the following system:

- | | |
|--|-------------|
| (i) Books | 0-10 points |
| (ii) Chapters in Books | 0-3 points |
| (iii) Refereed Conference Proceedings | 0-2 points |
| (iv) Monographs, Technical Reports and Law Reports | 0-2 points |
| (v) Patents | 0-10 points |
| (vi) Journal Articles | 0-5 points |

B. Joint Publications

- (a) When an article is published by two authors, each author should be given 50% of the maximum mark for that article, if the actual contribution of individual authors is not known. When both authors certify their percentage contributions to the work, the distribution of the mark obtained should reflect the percentages agreed.

- (b) When an article is published by more than two authors, each author should be given 40% of the maximum mark for the article except percentage contributions could be certified for all authors.

C. MINIMUM POINTS/SCORES ON PUBLICATIONS FOR PROMOTION TO THE VARIOUS CADRES

| Grade Sought | Minimum Score for Promotion |
|---------------------|------------------------------------|
| Lecturer I | 10 points |
| Senior Lecturer | 20 points |
| Associate Professor | 50 points |
| Professor | 70 points |

D. Acceptable Percentage of Publications in Local Journals

- (i) **Lecturer II to Lecturer I**
Not more than 90% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria).
- (ii) **Lecturer I to Senior Lecturer**
Not more than 80% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria).
- (iii) **Senior Lecturer to Associate Professor and Professor**
Not more than 60% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria).

9.4 Experience

Adequate Experience shall be defined as follows:

- a. Graduate Assistant to Assistant Lecturer (2 years plus 1 year for contingencies)
- b. Assistant Lecturer to Lecturer Grade II – 3 years unless higher educational qualification is obtained.
- c. Lecturer II to Lecturer I – 3 years
- d. Lecturer I to Senior Lecturer - 3 years
- e. Senior Lecturer to Associate Professor - 3 years
- f. Senior Lecturer to Professor – 6 years
- g. Associate Professor to Professor – 3 years.

9.5 Interview

In addition to satisfactory assessment of publications by three (3) external assessors, candidates for promotion to the grades of Associate Professor and Professor would be required to satisfy a panel of assessors in an interview whose composition shall include at least one expert from another University within or outside Nigeria.

9.6 Assessment of Professional Librarians

- (A) The following criteria would be used in assessing Professional Librarians for promotion:

- (i) Professional competence and activity.
 - (ii) Performance on the job including output in terms of quality and quantity; and
 - (iii) Effectiveness of the service rendered.
 - (iv) Research and Publications
 - (v) Articles in referred journals;
 - (vi) Books or chapters in books;
 - (vii) Published conference papers; and
 - (viii) Bibliographies, indexes and guides.
 - (ix) Administrative competence and effectiveness.
 - (x) Service to the University and outside community including membership of committees and societies.
- (B) The weighting attached to each criterion will vary according to the grade to which an appointment or promotion is being made. Up to the grade of Senior Librarian a high rating in professional competence and experience should compensate for a deficiency in research and publications.

| S/N | CRITERIA | MAX POINTS | AO II- | AO I - | AR - SAR | SAR - | PAR-DR |
|-----|---|--|--|--|--|--|--|
| A. | QUALIFICATION i. Self-Development, (In-service Training, Seminar, etc.) ii. Computer Literacy | 8 (5) (3) | 5 (3) (2) | 7 (5) (2) | 7 (5) (2) | 7 (5) (2) | 7 (5) (2) |
| B. | JOB KNOWLEDGE i. Understanding of University Procedures. ii. Ability to write minute and reports. iii. Ability to write official speeches. | 15 (5) (5) (5) | 5 (2) (2) (1) | 7 (3) (3) (1) | 8 (3.5) (3) (1.5) | 10 (4) (4) (2) | 12 (4.5) (4.5) (3) |
| C. | JOB AND OUTPUT i. Quantity of output ii. Quality of output iii. Consistency in performance iv. Speed of administrative action v. Initiative and Alertness | 30 (7) (7) (4) (5) (7) | 15 (3.0) (3.5) (2.5) (3.0) (3.0) | 17 (3.5) (4.0) (2.5) (3.0) (4.0) | 18 (3.5) (4.0) (2.5) (3.5) (4.5) | 22 (4.5) (5.5) (3.5) (4.0) (4.5) | 24 (5.0) (6.0) (4.0) (4.5) (4.5) |
| D. | EXPERIENCE Experience in University Administration | 7 | 1 | 2 | 3 | 4 | 5 |
| E. | ATTITUDE TO WORK i. Responsiveness to training/demand ii. Co-operativeness iii. Willingness to accept additional | 11 (5) (3) (3) | 6 (2) (2) (2) | 7 (3.0) (2.0) (2.0) | 8 (3.5) (2.5) (2.0) | 9 (4.0) (2.5) (2.5) | 10 (4.5) (2.5) (3.0) |
| F. | INTEGRITY i. Self discipline ii. Dependability iii. Honesty | 9 (3) (3) (3) | 6 (2) (2) (2) | 6 (2) (2) (2) | 6 (2) (2) (2) | 6 (2) (2) (2) | 6.0 (2) (2) (2) |

9.7 SCORING CRITERIA FOR ADMINISTRATIVE OFFICERS CADRE

| | | | | | | | |
|-----------|---|------------|------------|-----------|-----------|-----------|-----------|
| G. | LEADERSHIP | 20 | 2.0 | 4 | 10 | 12 | 16 |
| | i. <u>Ability to motivate</u> | (3) | (0.5) | (1) | (2.0) | (2.5) | (2.5) |
| | ii. <u>Special skills and competence</u> | (3) | (0.5) | (0.5) | (1.5) | (2.0) | (2.0) |
| | iii. <u>Organising ability</u> | (3) | (0.5) | (1.0) | (1.5) | (2.0) | (2.0) |
| | iv. <u>Judgment and maturity</u> | (4) | (0.5) | (1.5) | (2.0) | (2.0) | (3.0) |
| | v. <u>Ability to run a Directorate/Unit</u> | (4) | - | - | (1.5) | (2.0) | (2.5) |
| | vi. <u>Ability to formulate coherent policies and competence in interpreting extant University's policies</u> | (3) | - | - | (1.5) | (1.5) | (4.0) |
| | Total | 100 | 40 | 50 | 60 | 70 | 80 |

PART X

CAREER STRUCTURES

- ❖ Academic Staff
- ❖ Research Fellows
- ❖ Professional Librarians
- ❖ Administrative Staff
- ❖ Data Base Administrators
- ❖ Support Services Administrators
- ❖ Network Administrators
- ❖ System Analyst
- ❖ System Programmer
- ❖ Building Officer
- ❖ Architect Cadre
- ❖ Engineering Technologist
- ❖ Medical Doctors
- ❖ Pharmacist
- ❖ Radiologist
- ❖ Medical Laboratory Scientist
- ❖ Nursing/Midwife
- ❖ Accountant
- ❖ Internal Audit
- ❖ Animal Health Superintendent
- ❖ Secretarial Cadre
- ❖ Executive Officer
- ❖ Typists
- ❖ Clerical Officer
- ❖ Security Cadre
- ❖ Stores Officer
- ❖ Technical Officer
- ❖ Library Officer
- ❖ Drivers