



FOUNTAIN UNIVERSITY
P.M.B.4491
OSOGBO

GUIDELINES AND CONDITIONS OF SERVICE FOR SENIOR STAFF

March 2010

CHAPTER ONE

TITLE, APPLICATION, INTERPRETATION AND DEFINITIONS

1.0 Preamble

The conditions of service for Senior Staff have been evolved from the relevant provisions of the Fountain University Law 2007; and were approved by the Governing Council at its 13th meeting of Governing Council. No part of this document shall conflict with the University Law.

1.01 Title and Commencement

These regulations may be cited as the Fountain University Senior Staff Conditions of Service. They will enter into force as soon as Council approves them.

1.02 Application

These regulations shall apply to all members of staff of Fountain University on Senior Staff Salary Scales as Council may adopt from time to time.

1.03 Interpretation

In the event of any question regarding the interpretation of these regulations, the question, except in financial matters, shall be referred, in the first instance, to the Registrar and thence, on appeal, to the appropriate Committee, then Senate (for Academic Staff), and thereafter to Council. In the case of financial matters, the question shall be referred to the Bursar in the first instance and thence, on appeal, to appropriate Committee, and thereafter to Council.

1.04 Definitions

- (a) "The University" means the Fountain University as established by the Fountain University Law, 2007, Part 1, section 1 (1).
- (b) "Council" means the University Governing Council constituted in accordance with the Fountain University Law, 2007
- (c) "Senate" means the Senate constituted under the Fountain University Law, 2007
- (d) "Vice-Chancellor" means the Vice-Chancellor of the University.
- (e) "Registrar" means the Registrar of the University.
- (f) "Bursar" means the Bursar of the University.
- (g) "University Librarian" means the Librarian of the University.
- (h) Senior "Non-Teaching Staff" means Administrative, Professional and Technical Staff.

- (i) "Session" means the period of two semesters that begins on 1st October and ends on 30th June of the following year unless otherwise fixed by Senate of the University.
- (j) "Semester" means any of the semesters into which the academic year is divided, namely the First and second semesters, each of which is of not less than 15 weeks including the period of Examination.
- (k) "Academic year" means session.
- (l) "Administrative year" means any period within the calendar year as approved by the University; that is the months of January to December.
- (m) "Leave period" means the period within the calendar year as approved by the University - 1st of January - to 31st of December of the same year.
- (n) "Date of appointment" means the date on which an employee assumed duty in the University.
- (o) "Promotion" means elevation to higher grade and status of employment based on merit.
- (p) "Incremental date" means 1st of October of every year for all the staff.
- (q) "Accelerated promotion" means a promotion granted to an employee who had spent less than the minimum period of three years on a grade.
- (r) "Normal promotion" means a promotion granted to an employee who had spent at least the minimum period of three years on a grade.
- (s) "Re-grading" and "Re-designation" means adjustment in rank or status with reference to an employee's additional qualification, experience and ability.
- (t) "Permanent employee" means an employee who holds a pensionable appointment in the University.
- (u) "Temporary employee" means an employee who holds an appointment for a specified period of time, usually for one year.
- (v) "Contract employee" means an employee whose appointment is expressed to be on contract for a stipulated period.
- (w) "Misconduct" means (improper behaviour) to the prejudice of the good name of the University and the proper administration of the business of the University. Without prejudice to the generality of this definition, misconduct includes corruption, dishonesty, drunkenness in the course of duty, false claims against the University or any of its constituent parts, insubordination, divided loyalty, negligence, falsification and

suppression of records, conviction for a criminal offence and absence without leave from duty, and any other acts that may be so construed.

1.06: Line of Communication

All official communications from a member of senior Staff to the Vice-Chancellor or Registrar shall be routed through the staff member's Head of Department/Unit and Dean as appropriate.

All official communications made in the name of the university that may affect or in any way interfere with the University policy or have financial implication(s), shall be cleared with the Vice-Chancellor.

1.07 Review of Conditions of Service

The University will review its conditions of service especially the salary components from time to time as may be approved by Council, particularly in relation to the national economy and institutional competitiveness.

CHAPTER TWO

APPOINTMENTS

2.0 Authority to Appoint

No appointment or promotion shall be deemed to have been made without express approval of Council.

2.01 Terms and Conditions of Appointment

- a. A member of the academic, administrative, professional or technical staff shall hold office on such terms and conditions of service as may be set out in any contract in writing between the University and the staff.
- b. Such contract shall be signed on behalf of the University by the Registrar or by such other person as may be authorised for that purpose by the University.
- c. Any such contract shall contain or be deemed to contain a provision that the terms and conditions of service therein specified are subject to the provisions of the Law, the Statutes, Ordinances and Regulations of the University; that is according to the Fountain University Law 2007.
- d. All appointments shall be subject to a successful medical examination arranged by or on behalf of the University, subject to the recommendation of the Director of Health Services.
- e. An appointment shall not be valid until it has been accepted in writing and it starts to run from the date of assumption of duty.
- f. Every appointee shall show valid and acceptable proof of his age, marital status and academic, administrative, technical and professional qualifications on appointment.
- g. All appointments are subject to such conditions as Council may determine from time to time.

2.02 Types of Appointment

(a) Permanent Appointments

- (i) These are appointments made on permanent basis and tenable until the retiring age. Such appointments are subject to the option on the part of Council to allow an appointee to continue in office on such terms and conditions as Council may determine until the appointee is certified medically unfit to continue in the appointment. The foregoing notwithstanding, an appointee shall have

- (ii) the option of retiring at any time after attaining the age requisite for voluntary retirement.
- (iii) Appointments below the rank of Professor made on permanent basis shall in the case of academic staff be tenable for two years in the first instance, and in the case of administrative, professional and technical staff, be tenable for two years in the first instance and subject to satisfactory report, be confirmed until retiring age.
- (iv) The retiring age shall be 60 (sixty) years for Non-Teaching Staff and 65 (sixty-five) years for Academic staff.

(b) Contract Appointment

- i. A person to be appointed on contract must have retired from pensionable service, or be an expatriate or any other person whose services are needed by the University.
- ii. Normally, contract appointments shall be for one (1) year in the first instance and subject to renewal as may be found necessary by the University.
- iii. Renewal of appointment or promotion for Academic, Administrative. Technical and Professional staff on contract appointments shall not take effect until the expiration of their existing contracts.
- iv. Every staff on Contract appointment shall be paid a salary that is on the first step on a grade lower than the level he retired.
- v. A staff member who retires from the University service at the compulsory age of 60 for Non-Teaching Staffing or 65 years for Academic Staff as the case may be may be eligible for contract appointment up to the age of 65 or 70 respectively as the case may be, renewable annually and shall not be extended beyond age 65 or 70. However, retired Fountain University staff who takes up a contract appointment with Fountain University shall have his monthly pensions suspended for as long as his contract appointment lasted.

(c) Part-time Appointments (Academic)

- i. Proposals for part-time appointment shall be made by the Head of Department, through the Dean to the Appointments and Promotions Committee.
- ii. Such proposals shall normally be accompanied by the candidate's curriculum vitae.
- iii. Part-time lecturers/demonstrators shall be limited to a minimum of two (2) hours per week or maximum of six (6) hours per week.

iv. Rates of payment shall be as approved by Council from time to time.

TEMPORARY APPOINTMENTS

(d) Visiting Appointments

- i. To be eligible for a visiting appointment, the candidate must already have attained the status of at least a Senior Lecturer in a recognized University, using normal procedures.
- ii. Visiting appointments shall be approved for one year in the first instance by Council on the recommendations made by the Head of Department through the Deans and the Vice-Chancellor provided that there is a budgetary provision.

(e) Associate Lecturer Appointments

- i. Candidates who are certified by the appropriate Department through the Dean as possessing special expertise or professional competence that the Department needs may be appointed Associate Lecturers subject to budgetary provision.
- ii. Associate Lecturers may be appointed to any of the teaching Departments of the University. The rate of remuneration shall be as determined by the University from time to time, and shall be payable in two equal instalments, one at the end of each semester.
- iii. Travelling claims at the prevailing rate shall be met by the University only in appropriate cases.
- iv. The appointment of Associate Lecturers shall normally be made by Council and shall also be renewed annually by the Council.

2.03 Confirmation of Appointments

- (i) All appointments subject to confirmation shall lapse after the probationary period as stated in section 2.02(a) (ii) unless confirmed or extended by the Appointments, Promotions and Disciplinary Committee (AP&DC), subject to approval of Council.
- (ii) Confirmation of an academic appointment to retiring age after the period of probation will only be made on possession of the Ph.D degree or attaining the rank of Librarian I (for Librarians) and shall be made on the recommendation of the Head of Department through the Departmental Review Panel and the College Review Panel where appropriate, to the Appointments, Promotions and Disciplinary Committee. The Committee shall approve the recommendation after satisfying itself that the concerned member of staff has made scholarly contributions to teaching and research since appointment.

- (iii) Confirmation of an administrative, professional or technical staff shall be based on job knowledge and satisfactory performance of duties.
- (iv) In deciding on confirmation of appointment, the Committee shall consider up-to-date curriculum vitae of the member of staff as well as the recommendations from his Head of Department/Unit and Dean where appropriate.
- (v) Appointment may be confirmed to retiring age or extended for a specific period or terminated by notice in writing to the concerned member of staff.
- (vi) Extension of probationary appointment, where granted, shall not entitle the member of staff to more than a total of three years of service in the University for an academic staff and four years for an administrative, a professional or technical staff. Unless confirmed within the period, the appointment shall be determined.
the period, the appointment shall be terminated.

2.04 Resignation

Unless the consent of Council be otherwise obtained, a member of the academic staff shall not resign his appointment other than on the 30th day of September in any year, after giving Council due notice in writing of his intention to do so or after tendering payment in lieu of notice. However, this section shall not operate where a member of the senior staff is under bond to serve the University. In such cases the terms and conditions of the bond shall operate.

2.05 Due Notice

Due notice shall be:

- (a) Three months prior to 30th September or three months' salary in lieu of notice in the case of an academic staff.
- (b) Administrative, professional and technical staff may resign their appointments at any time upon three months' notice in writing to Council or upon tendering three months' salary in lieu of notice.

2.06 Withdrawal from Service

A senior member of staff may be allowed to voluntarily withdraw from the service of the University if he has served for a minimum period of five years and has given three months'

notice of intention to withdraw. If an employee so withdraws, he shall be entitled to his final payment as payable under the Contributory pension scheme as gratuity in accordance with the existing regulation.

2.07 Voluntary Retirement

A senior member of staff may voluntarily retire from the service of the University if he has served for a minimum period of 10 years and has given due notice of intention to do so. If an employee voluntarily retires, he shall be entitled to his gratuity provided that his pension would be paid under the Contributory pension scheme in accordance with the existing regulation.

2.08 Termination

The Council may terminate the appointment of a staff in accordance with the terms of the contract of service or in exercise of disciplinary power conferred by laws of the University, the appointment of a member of the Senior Staff whose appointment is temporary of, part-time or probationary or who is appointed after or allowed to continue in employment beyond any retiring age prescribed by Council, or whose appointment is for a fixed period or not intended to continue until retiring age.

2.09 The appointment of any member of the Academic Staff or the Professional, Administrative and Technical Staff may be terminated for good cause by the Council, provided that:

- (a) The appointment of a member of the Academic Staff who holds an appointment until retiring age shall not be terminated by the Council unless there has been an investigation ordered by the Vice-Chancellor for the consideration and recommendation of AP&DC to Council.
- (b) The appointment of a member of the Administrative and Technical Staff who holds an appointment until retiring age shall not be terminated by Council unless the person concerned has been notified in writing of the grounds on which consideration is being given to the determination of his appointment and he has been given reasonable opportunity of formal investigation by order of the Vice-Chancellor for the consideration and recommendation of AP&DC to Council. Where the appointment of such a staff whether Academic or Non-Teaching is determined by Council, he shall be given three months' notice or paid three months' salary in lieu.

2.10. For the purpose of sub-section 2.09 above, "good cause" means:

- (a) Conviction for any offence which the Council considers to be such as to render the person concerned unfit for the discharge of the functions of his office;
- (b) any physical or mental incapacity which Council after obtaining medical advice, considers to be such as to render the person concerned unfit to continue to hold his office.
- (c) conduct of scandalous or other disgraceful nature which the Council considers to be such as to render the person concerned unfit to continue to hold his office.
- (d) Conduct which Council considers to be such as to constitute to failure or inability of the person concerned to discharge the functions of his office or to comply with the terms or conditions of his service.

2.11 Termination on the grounds of ill-health

If at any time during his service in the University a member of the Senior staff is certified by two or more medical practitioner nominated by the Council to be so medically unfit that he is incapable of carrying out his duties and that there is no reasonable likelihood of his being able to resume duties, then the Council may accept his resignation or terminate his appointment on such fair and equitable terms as it thinks fit.

2.12 Termination on the absence from duty

A member of Senior 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 render himself 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.

2.13 Termination on the ground of re- Organisation/redundancy

Council may terminate the appointment of a member of senior staff if his services will no longer be required due to reorganisation, re-focussing or restructuring of the University which may render such staff redundant if left in the service of the University. Where the appointment of such a staff whether Academic or Non-Teaching is terminated by Council, he shall be given three months' notice or paid three months' salary in lieu as well as his normal entitlements for the years spent in the service of the University.

2.14: Compulsory Retirement

Where appointment may be terminated in accordance with any of the above, the Council at its discretion may in lieu of termination permit the employee to resign/withdraw his appointment.

2.15: Medical Fitness

All appointments shall be subject to successful medical examinations by a Medical Practitioner from a Public Health Institution, subject to the recommendation of the of the Director of Health Services.

2.16 Effective date of Appointment

The effective date of an appointment shall be the date when the appointee assumes duty and the Registrar notified. The Bursar shall sight Council approval before placing the staff on the payroll.

2.17 APPOINTMENTS INTO RESPONSIBILITY POSITIONS

Preamble

No member of staff shall hold more than one responsibility position concurrently.

(A) HEADSHIP OF DEPARTMENTS

- (i) To be eligible for appointment as Head of an Academic Department or Director of an Institute the candidate shall be at least a Professor and shall hold office for three years. A Visiting Professor may be required to serve in this capacity should the need arise. The appointment shall be made by the Vice-Chancellor on the recommendation of the Dean. Where there is no Professor, a Senior Lecturer could be appointed as Acting Head of the Department for a specified period, normally not exceeding 1 year after which it could be renewed. Where there are more than one Professor, normally the most senior, shall be appointed Head in the first instance, thereafter, appointment shall normally be by rotation and in order of seniority. Seniority shall be determined by the date of appointment as Professor in Fountain University.
- (ii). The Directors of Academic Units shall be appointed by the Senate on the recommendation of the Vice-Chancellor from among the Professors in the University for a term of three (3) years subject to a maximum of two terms.
- iii. Where a Visiting Professor is the Head of a Department, the Headship shall be limited to the tenure of the visiting appointment.
- iv. Where any Head of Department elects to go on Sabbatical Leave, Study Leave or Leave of Absence, the Headship shall be deemed to have lapsed at the commencement of the leave and another academic member of the Department shall be appointed Head/Ag. Head of that

Department as the case may be. However, as far as possible, a Head of Department shall not proceed on sabbatical/study leave during his tenure.

(v) The responsibilities of the Head of Department:

- The Head of Department shall be responsible, through the Dean, to the Vice-Chancellor for the smooth running of his Department in particular;
- He shall make arrangements for the teaching and examining of all courses as well as for research programmes in his Department;
- He shall make budgetary and other proposals for the needs of his Department to the Dean, and operate the budget approved for his Department;
- He shall process papers from his Department, through the Dean for the Appointments, Promotions and Disciplinary Committee; and
- He shall represent his Department at interviews for the appointment of staff of his Department and also accompany the Dean to meetings for cases involving his Department only.
- He shall conduct Departmental meetings at least twice in each semester.

(B) Appointments to the Directorship of Institutes/Academic Units:

Appointment as Director of an Institute/Academic Unit shall be made by Senate on the recommendation of the Vice-Chancellor for a term of three (3) years subject to a maximum of two terms.

An Acting Director shall normally be appointed for not more than 1 year and renewable every year for not more than 2 years.

(C) Appointments to the Directorship of Non-Academic Units:

Directorship of Non-Academic Units shall be for a period of five (5) years in the first instance and may be renewed for another five (5) years only.

(D) The Dean of College:

- (i) There shall be a Dean of College who shall be the Head of the College.
- (ii) The Dean shall be a Professor elected by the College Board and formally appointed by the Vice-Chancellor.
- (iii).The Dean shall hold office for a term of four (4) years beginning form the 1st day of August of the year in which he is elected. He shall be eligible for re-election for a term of two (2) years after which he may not be elected again until two (2) years have lapsed.
- (iv) Any Professor whose tenure of appointment is less than three years shall not be eligible for

election as Dean.

- (v) Pursuant to the above, the Vice-Chancellor shall appoint for any College where there is no Professor an Acting Dean for a term of one year in the first instance, renewable for another term of one year.
- (vi) The Dean of a College may be removed from office for good cause by the College Board after a vote to that effect of not less than two-third of the total membership of the Board supporting the removal. Following the removal of a Dean as herein provided, an Acting Dean shall be appointed by the Vice-Chancellor, provided that at the next College Board normal term of a Dean so elected shall commence on 1st of August following the date of his election. The provision of this paragraph is without prejudice to the powers vested in the Vice-Chancellor by the Act or Statute(s) of the University.

(vii) The Dean may be removed from office for good cause after a vote to that effect by not less than two-third of the entire Academic Staff Assembly.

(viii) The Responsibilities of the Dean:

- The Dean shall be Chairman at all meetings of the College Board when he is present. In the absence of the Dean, the immediate past Dean, if present, shall normally preside, otherwise, the meeting shall be postponed.

- The Dean of a College, where appropriate, shall exercise general superintendence over the academic and administrative affairs of the Faculty. It shall be the function of the Dean to present to Convocation for the Conferment of degrees, persons who have qualified for the degrees of the University at examinations held in the branches of learning.

- The Dean shall normally arrange for a meeting of the College Board at least one month to the meeting of Senate and at any other period as may be determined to be necessary.

(ix) Removal from Office

- Notwithstanding anything to the contrary in any statute of the University and, without prejudice to the right of the College Board to also exercise its power of removal of a Dean, any staff holding an exercise its power of removal of a Dean, any staff holding an elective or appointive academic post (other than his primary duties of research and teaching) may be removed from the said elective appointive academic post, on the recommendation of the by the Vice-Chancellor to Senate.

- Where a person who is holding an academic position is removed pursuant to the provisions above, it shall be legitimate for the Vice-Chancellor to appoint another person in acting capacity for the post.
- Any person removed pursuant to the foregoing provisions shall, immediately, upon the appointment of an acting holder of the position, hand over all the perquisites of the office to the acting holder.
- The removal in pursuant of above should be reported to Council at its next meeting
- Where the Council ratifies the action in 2.12(a) above, the electing or appointing body shall be required to, not later than three months from the date of the removal, elect another person to fill the vacancy in an election at which the removed person shall not be eligible to contest.
- Nothing in this section shall prevent the University or Council from exercising disciplinary action against the removed officer.

CHAPTER THREE

APPOINTMENT AND PROMOTION OF ACADEMIC STAFF

3.0 Preamble

- (i) For the appointment, Promotion and Discipline of Staff, the FOU Law 2007 Section 11 (3); 5 provides for the Appointments, Promotions and Disciplinary Committee.
- (ii) To assist and to facilitate its work, there shall be a Sub- Committee to handle issues relating to Appointments and Promotions of Academic Staff. The composition of the Committee is as follow:
 - (i) Vice-Chancellor-Chairman
 - (ii) Deputy Vice Chancellor- Member
 - (iii) University Librarian- Member
 - (iv) Deans of Colleges- Member
 - (v) Head of Department (Only when the cases of the Department are being discussed)-Member
 - (vii) Officer in Charge of Personnel/Establishment- Secretary

3.01 Appointment

(a) Vacancies

Subject to the provisions of the University Law, Statutes and Ordinances relating to the appointment of Academic Staff, vacancies in any department shall be filled either by appointment or by promotion from among serving employees of the University or by temporary appointment that may be regularised in accordance with the University regulations or by advertisement and interview.

(b) Advertisement

- (i) The Registrar shall make advertisement of vacancies on the established posts after being notified of the vacancies by the appropriate Heads of Department confirmed by the Bursar, and upon the approval of the Vice-Chancellor.
- (ii) Every advertisement shall state, among other things, the post, the precise qualifications and experience required, the nature and duties attached to the post, the salary range attached and the manner of application.
- (iii) Every applicant shall submit to the Registrar 20 copies of his application, curriculum vitae and credentials.

(c) Processing of Applications

The Registrar shall forward a copy of every application received to the Head of Department concerned as soon as possible for short-listing and return not later than two weeks after receipt of the applications.

(d) Short-listing

(i) Short-listing of applicants shall be done by the Head of Department or, in the case of a professorial post, by the Dean on the recommendation of the Head of Department.

(ii) In the case of a professorial post, the Dean (who shall be a Professor) shall consult with two other Professors in the College.

(iii) In the case of a professorial post in a College that has no Professor, the Vice-Chancellor shall do the short-listing after appropriate consultation with an expert in the discipline.

(iv) The Vice-Chancellor shall approve the short-lists of candidates for all posts.

(e) Assessment of Publications

(i) In the case of applications for the academic posts of Reader and Professor, the short-listed candidates shall be requested to submit to the Registrar within one month, six sets of their publications.

(ii) On the receipt of the six sets of publications, the Registrar shall submit them to the Vice-Chancellor who, after consultation with the Dean, shall forward such publications to three external assessors for evaluation within two months. No appointment to such posts shall be made unless at least two of the three reports of the external assessors are clearly favourable and have been received, provided that the third report is not damaging as considered by the Appointments, Promotions and Disciplinary Committee or its relevant Sub-Committee. If the third one is damaging, the Vice-Chancellor shall seek the opinion of another Assessor on the list such that a time limit is imposed.

(f) Appointment Categories and Qualifications

(i) Professor and Reader

A minimum of (9) nine years teaching, research or professional experience in a University, an institution of University standing or a comparable professional institution. Candidates should have the requisite academic/professional qualifications mandatorily a higher degree such as a Doctorate Degree or its equivalent; ability to initiate, develop and supervise research; some administrative experience; scholarly publications in reputable journals, books and other outlets; experience in initiating and developing academic group research; and experience in working in inter-disciplinary and trans-disciplinary groups.

(ii) Senior Lecturer

Appointment to the above positions shall be made on evidence of exceptional research and teaching ability and experience. Normally, the candidate shall possess a higher degree such as a doctorate in the relevant field with adequate scholarly publications and possess the ability to initiate and develop research and possess 6 years of and experience in working in inter-disciplinary and trans-disciplinary groups.

(iii) Lecturers I & II

The suitable candidate shall normally possess a higher degree such as a doctorate in the relevant field, some years of experience in teaching or research in a University or institution of University standing or a comparable professional institution and possess scholarly publications.

(iv) Assistant Lecturer

Normally, candidate shall possess a higher degree registrable for a Doctorate Degree Programme after a good honours degree. Evidence of considerable teaching or research potential will be of advantage.

(v) Librarian

All appointments to the Librarian cadre shall be made on the same considerations applicable to the equivalent academic posts.

(vii) Academic Professionals

In making an appointment to an academic post in a professional field such as Medicine, Pharmacy, Law, Librarianship, Accounting, Engineering, etc, the

Appointments, Promotions and Disciplinary Committee through its relevant Sub-Committees shall take into account the required professional qualifications, registration and relevant experience and competence. The post of Lecturer I will not be offered to any candidate who does not possess a good degree, Second degree and where relevant a professional registration and substantial years of experience in that field.

(viii) Notwithstanding age, experience or qualifications, special consideration may be given to exceptional scholarship and high academic standing.

(g) Interview

(i) An Interview Panel shall be constituted to consider and assess the suitability of the short-listed candidates for an established post and shall make its recommendations to the Appointments, Promotions and Disciplinary Committee through its relevant Sub-Committee. The Committee shall consider the recommendations and decide on the appointment ability of the candidates.

(ii) The Interview Panel shall determine the criteria for assessing and weighting the candidates interviewed for various posts based on the emphasis of each post.

(iii) The Interview Panel shall normally have the Vice-Chancellor as the Chairperson with the Deputy Vice-Chancellors, the Registrar, the Dean of the relevant College, and the Head of the relevant Department as members. Where the interview is for officers on FUASS 13 equivalent and above, the service of an external Member in the relevant field is required. The Head/Dean of the relevant Department/College shall normally be consulted to nominate such External Member.

3.02 PROMOTION

CRITERIA FOR APPOINTMENTS AND PROMOTIONS

(a) The same criteria shall apply for appointment and promotion 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 curriculum vitae not earlier than **Six months** from the date that Appointments, Promotions & Disciplinary Committee 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 the former in writing before being considered.
- (c) While effective date of promotion shall be 1st of October of the year of promotion as approved by Council, that of appointment shall be the date Council approves the appointment.

3.03 PROCEDURE FOR PROMOTION

- (a) A Review Panel shall be constituted in each College/Library and shall receive proposals from the Departmental Review Panels through Heads of Department. After due consideration of these proposals, the College/Library Review Panel shall make its recommendations to the Appointments, Promotions and Disciplinary Committee through its relevant Sub-Committees as appropriate. If there is no Head of Department, proposals for promotion in that Department shall be made by the Dean of the College/University Librarian.
- (b) The proposal for promotion made by the Head of Department shall include a comprehensive assessment of the candidate's qualifications, teaching and professional competence, contribution to curriculum development, research activities and overall performance in the Department and College. Publications shall be evaluated and not merely enumerated.
- (c) Promotion shall be made to a post with budgetary provision.
- (d) Promotions may be classified as either regular or accelerated:
 - (i) A regular promotion allows for promotion to the next rank after a member of staff had spent at least three years on a grade. A regular promotion shall require evidence of continued effectiveness as a teacher, competence in research and effective contribution to the work of the University in other ways.
 - (ii) An accelerated promotion allows for promotion to the next rank before a member of staff had spent three years on his present grade.
- (e) It shall be in order for a member of staff not recommended for promotion to advance his

cause in writing to the Vice-Chancellor, setting out his claims. Such a case shall be referred to the Head of Department and the Dean of the College/University Librarian for comments. The case together with the comments of the Head of Department and those of the Dean/University Librarian shall then be forwarded to the Appointments, Promotions and Disciplinary Committee through its appropriate Sub-Committee for consideration. In the case where the candidate was protesting against non-promotion by the College/Library, the case should be referred to the College/Library Review Panel for necessary comments. Where there was protest against the Appointments, Promotions and Disciplinary Committee, it shall be referred to Council.

3.04. TYPES OF PUBLICATIONS AND THEIR SCORING

Each publication is assessed by giving the score due taking cognisance of the following established weightings:

- (i) The types of publication and their maximum scores for the purpose of promotion as follows:
 - (a) **Refereed Books** - 5 points. Joint authors to share the points and in the case of an edited book, the editor will be credited with the points or the points equally shared where there are more than one editor unless the editor of each chapter is shown.
 - (b) **Published Journal Articles** - 3 points for sole authorship -2 points for 1st author and 1 point for others. In joint authorship, the listing of the authors is assumed to indicate level of participation. The points are to be shared thus:
 - 2 authors - 60% for the first and 40% for the second author.
 - 3 authors and above – 40% for the first author and 60% to be shared equally amongst the rest

The percentage Distribution of Total Published Journal Articles is as listed in the table below:

Journals	<i>Assistant Lecturer/ Lecturer II</i>	<i>Lecturer I/ Senior Lecturer</i>	<i>Reader/ Profess or</i>
International	-	10	25
National/Local	60	70	65
In house i.e. within the University	40	20	10
Total	100	100	100

c) **Chapters in Refereed Books**

2 points up to a maximum of two chapters in a book. The points will be shared in a case Of more than one author.

(d) **Monographs (refereed) or Research**

Reports

2 points; sole/joint authorship

(e) **Conference Papers in**

Edited Proceedings -2 points

Unedited Proceedings -1 point

Maximum of 10 points

(f) **Editor of Conference Proceedings** - 3 points.

(g) **Electronic Publications**-Given the difficulties in ascertaining the credibility of source, an authenticated hardcopy of the publication by the publisher must be provided by the staff.

(ii) On quality of Publications, the Publications should be rated as follows;

(a) Excellent - 100% of the Maximum point

(b) Very Good -80% of the maximum point

(c) Good -60% of the maximum point

(d) Fair -40% of the maximum point

(e) Poor - 10% of the maximum point

This is essential for internal and external Assessment purposes.

3.05. STATUS OF JOURNAL AND SPREAD OF PUBLICATIONS

At the beginning of each session, Colleges/Library and the Institute should prepare a list of Professional/academic and institution-based journals and reputable Publisher's journals acceptable to them and the University.

These lists should be approved by the respective College /Department/Library Boards and forwarded to the Appointments, Promotions and Disciplinary Committee and its relevant Sub-Committees for ratification.

3.06 PERCENTAGE OF PUBLICATIONS IN PRINT

The percentage of publications that must be in print as follows:

- (i) From Assistant Lecturer/Librarian II/Junior Research Fellow to Lecturer II/ Librarian I/Research Fellow II: Minimum of 50%
- (ii) From Lecturer II/Librarian/Research Fellow II to Lecturer I/Research Fellow I/ Senior Librarian: Minimum of 60%
- (iii) From Senior Lecturer/Principal Librarian/Senior Research Fellow and above: Minimum of 80%

Letters of acceptance are given the same weight as published articles. However, articles not published within three (3) years of acceptance become obsolete.

The maximum number of articles in an issue of a journal by an academic staff should be two (2) while the percentage of total published articles in a particular journal should not be more than 25%.

3.07. BROAD REQUIREMENTS FOR PROMOTION

A. Academic Staff in the Various Colleges/Departments

(i) *Assistant Lecturer to Lecturer II*

An academic staff must have minimum of three (3) years teaching experience as Assistant Lecturer and show evidence of effective teaching and resourcefulness/potentiality in research evidenced by the possession of

doctorate degree or at least three publications (3) in addition to a satisfactory Doctoral degree progress report.

In the case of professional Departments i.e. Accounting, Banking and Finance, Law, etc such staff may be appointed as Lecturer II on the possession of a Master's Degree and Professional qualifications e.g. ICAN, ACIB, BL,CNA etc.

(ii) ***Lecturer II to Lecturer I***

An academic staff must have a minimum of three years teaching experience as Lecturer II, and must have a good teaching performance, scholarly publications in reputable journals, service to the University, possession of a Ph.D Degree and four (5) publications. Staff without the Ph.D Degree could be considered for promotion with a good Doctoral degree progress report and seven publications.

In the case of academic staff in the professional Departments of Accounting, Banking and Finance, etc a Masters Degree, professional qualifications, good Doctoral degree progress report and four (4) publications.

(iii) ***From Lecturer I to Senior Lecturer***

An academic staff must have a minimum of three years teaching experience as Lecturer I, continuing productivity in research, continuing effective teaching and service to the University. A staff without the Ph.D degree shall not be promoted to the rank of Senior Lecturer.

In addition to the above, such staff under consideration must have at least ten (10) publications.

(iv) ***From Senior Lecturer to Reader***

An academic staff must have a minimum of three (3) years teaching experience as Senior Lecturer, continuing productivity in research and a record of effective

teaching and service to the University. A staff without the Ph.D degree shall not normally be promoted to the rank of a Reader.

In addition to the above, such staff are expected to have fourteen (14) publications.

(v) ***From Reader to Professor***

An academic staff must have a minimum of three years teaching experience as a Reader, continuing productivity in research and evidence of effective teaching and service to the University and the Nation.

A staff without the Ph.D degree shall not normally be promoted to the rank of Professor.

In addition to the above, such staff are expected to have at least eighteen (18) publications.

Medically qualified staff with a Fellowship and at least twenty (20) publications could also be considered for promotion to the grade of Professor.

B. **Academic Staff in the Library**

Academic staff in the Library is expected to conduct researches and publish like their counterparts in the core academic units. However, it is also noted that in addition to their day-to-day administrative and professional functions, Library staff engage in some form of teaching.

(i) ***From Librarian II to Librarian I***

A candidate for promotion to the post of Librarian I must have a minimum of three (3) years experience as Librarian II and must show evidence of administrative, professional competence, resourcefulness/potentiality in research and effective teaching/instructional duties with at least two publications.

(ii) ***From Librarian I to Senior Librarian***

A candidate for promotion to the post of Senior Librarian must have a minimum of three (3) years experience as Librarian I and must show evidence of administrative and professional competence and research ability. He must also be able to demonstrate effective teaching/instructional duties with at least four (4) publications.

Such candidates are also expected to have registered for their M.Phil/Doctorate degree Programmes.

(iii) ***From Senior Librarian to Principal Librarian***

A candidate for promotion to the post of Principal Librarian must have a minimum of three (3) years experience as Senior Librarian, continuing productivity in research, and considerable professional competence. Such candidates must also be able to demonstrate effectively, teaching/instructional abilities and administrative competence.

Candidates must have satisfactory Doctoral degree progress reports and a minimum of eight publications promotion.

(iv) ***From Principal Librarian to Deputy University Librarian***

A candidate for promotion to the post of Deputy University Librarian must have a minimum of three (3) years experience as a Principal Librarian. He must show evidence of continuing productivity in research, administrative and professional competence and a record of effective teaching and service to the University.

A staff without the Ph.D degree shall not normally be promoted to the post of a Deputy University Librarian.

In addition to the Ph.D degree, such candidates are expected to have at least fourteen (14) publications.

(v) ***From Deputy University Librarian to University Librarian***

The position of the University Librarian is purely by appointment. The conditions for appointment as the University Librarian is as prescribed by the University authority, and cannot be less than that of the Deputy University Librarian.

3.08. **MINIMUM POINTS REQUIRED TO MOVE FROM ONE GRADE TO ANOTHER**

The following are the minimum total points required to move from one grade to another:

A. Core Academic Discipline (i.e. Colleges)

(i) ***From Assistant Lecturer to Lecturer II***

Publications	-	6	(50% of this must be journal articles)
Teaching Workload	-12		(1 point per 1 unit course. Maximum of 15 points)
Administrative Responsibility	-	9	(3 points per Responsibility)
Teaching Experience	-	<u>3</u>	(1 point per year)

Total Points **30**

(ii) ***From Lecturer II to Lecturer I***

Publications	-	10	(50% of this must be journal articles)
Teaching Workload	-	12	(1 point per 1 unit course. Maximum of 15 points)
Administrative Responsibility	-	9	(3 points per Responsibility)
Teaching Experience	-	<u>6</u>	(1 point per year)

Total Points **37**

(iii) ***From Lecturer I to Senior Lecturer***

Publications	-	20	(60% of this must be journal articles)
Teaching Workload	-12		(1 point per 1 unit course. Maximum of 15 points)
Administrative Responsibility	-	9	(3 points per Responsibility)
Teaching Experience	-	<u>9</u>	(1 point per year)

Total Points **50**

(iv) ***From Senior Lecturer to Reader***

Publications	-	28	(60% of this must be journal articles)
Teaching Workload	-12		(1 point per 1 unit course. Maximum of 15 points)
Administrative Responsibility	-	9	(3 points per Responsibility)
Teaching Experience	-	<u>12</u>	(1 point per year)

Total Points **61**

(v) ***From Reader to Professor***

Publications	-	36 (60% of this must be journal articles)
Teaching Workload/PG Supervision	-20	(1 point per 1 unit course. Maximum of 15 points)
Administrative Responsibility-	9	(3 points per responsibility)
Teaching Experience	-	<u>15</u> (1 point per year)
Total Points		80

B. Library

(i) ***From Librarian II to Librarian I***

Publications	-	4 (50% of this must be Journal articles)
Teaching Workload	-	4 (1 point per 1 unit Course. Maximum 5 points)
Teaching Experience	-	3 (1 point per year)
Administrative Experience/Effectiveness	-	9 (Maximum of 15 points)
Services	-	<u>9</u> (3 points per activity, maximum of 5 activities)
Total Points		27

(ii) ***From Librarian I to Senior Librarian***

Publications	-	8 (50% of this must be journal articles)
Teaching Workload	-	4 (1 point per 1 unit course. Maximum 5 points)
Teaching Experience	-	6 (1 point per year)
Administrative Experience/Effectiveness	-	9 (Maximum of 15 points)
Services	-	<u>12</u> (3 points per activity, maximum of 5 activities)
Total Points		39

(iii) ***From Senior Librarian to Principal Librarian***

Publications	-16	(50% of this must be journal articles)
Teaching Workload	-4	(1 point per 1 unit course. Maximum 5 points)
Teaching Experience	-	9 (1 point per year)
Administrative Experience/Effectiveness	-	9 (Maximum of 15 points)
Services	-	<u>12</u> (3 points per activity, maximum of 5 activities)
Total Points		<u>50</u>

(iv) ***From Principal Librarian to Deputy University Librarian***

Publications	-	24
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(60% of this must be journal articles)

Teaching Workload	-	4 (1 point per 1 unit course. Maximum 5 points)
Teaching Experience	-	12
(1 point per year)		
Administrative Experience/Effectiveness	-	10 (Maximum of 15 points)
Services	-	10
(3 points per activity, maximum of 3 activities)		
Total Points		60

3.09 GENERAL GUIDELINES ON ACCEPTABLE

PUBLICATIONS FOR PROMOTION

A. BOOKS/CHAPTERS IN BOOKS/ REFEREED CONFERENCE PROCEEDINGS

For the purpose of a promotion exercise, a book is regarded as (i) a publication of more than eighty pages, cover excluded. (ii) A book must have an ISBN number.

- iii. Publishers should be recognised by the particular College Library.
- iv. There must be evidence of peer review which must be confirmed at the Departmental level to have involved rigorous assessment by academics in the area of specialization.
- v. Textbooks published for Primary and Secondary Schools are NOT ACCEPTABLE for promotion purposes
- vi. Chapters in the same book are to be listed as a,b,c..... and rated together as one.

B. MONOGRAPHS & TECHNICAL REPORTS

- i. The grant Awarding body must be recognised by the particular College/Department
- ii. Monographs and Technical reports must bear the imprints/certification of the sponsoring agencies.

C. JOURNALS

- i. All articles published in international Journals to be considered for promotion must be peer-reviewed, indexed and should reflect international authorship.
- ii. Journals of international standard must be determined by the College/Department. Though Journals of international standard may not be necessarily location-bound, 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.

- iii. Local Journals are as determined by College/Department. Articles in Local Journals to be considered for promotion must be refereed but may or may not be indexed. Circulation of such journals may be limited to Nigeria.
- iv. Journals based in Colleges of Education and Monotechnics/Polytechnics are NOT ACCEPTABLE

g) Non-possession of Ph.D Degree

An academic staff without a Ph.D degree shall be expected to obtain the degree within five years of being appointed or show evidence of high productivity in research by gaining promotion to Lecturer II within the same period failure of which his appointment would be terminated.

3.10 PROCEDURE FOR PROMOTION OF SENIOR

LECTURER TO READER/PROFESSOR

- (a) Entry into Readership and Professorial ranks should be by appointment and promotion.
- (b) That in a Department with more than one Professor, the Head of Department shall make his recommendation to the Departmental Review Panel consisting all the Professors and Readers where appropriate for a Readership case in the Department. The Panel will consider the candidate's curriculum vitae and the recommendation of the Head and make appropriate recommendation to the College Review Panel.
- (c) That in a Department with one Professor and no other expert in the relevant discipline within the University, the Head of Department or the Dean as appropriate shall make his recommendation to the College Review Panel in line with the guidelines for making prima-facie qualified cases. The College Review Panel would then seek assessment of publication by internal and external Professor or experts in the field capable of assisting in throwing light on the candidate's contribution before making recommendation to the College Review Panel where appropriate, and to the Appointments, Promotions and Disciplinary Committee or its relevant Sub-Committees.

- (d) That in a Department without a Professor, the Dean shall take the initiative in seeking the opinion of other Professors within or outside the University capable of assisting in throwing light on the candidate's contributions before making his recommendation to the College Review Panel. Where the Dean is not a Professor, the Vice-Chancellor will take the initiative in consulting Professors in the candidate's field before making his recommendation to the Appointments, Promotions and Disciplinary Committee or its relevant Sub-Committees.

**3.11 PRIMA-FACIE QUALIFIED CASES MADE BY
APPOINTMENTS, PROMOTIONS & DISCIPLINARY
COMMITTEE**

- (a) When the Committee has decided that a prima-facie qualified case for Professorship/Readership had been made by it, the candidate would submit six sets of his publications to the Registrar. The Vice-Chancellor's office would take over from this stage in sending the papers for external assessment.
- (b) The Dean in consultation with the Head of Department of the concerned candidate (when the Head of Department is a Professor) would submit a list of six possible External Assessors for the candidate's publications. The Vice-Chancellor would choose any three assessors from the list taking into account University and geographic spread. With the receipt of at least two reports of the assessors, the Vice-Chancellor could bring forward for the consideration of the Committee the case of the candidate. The Vice-Chancellor must bring before the Committee at its next meeting the case of a candidate whose three reports have been received by him. Two positive reports are required for a successful case. An interview may be conducted if considered necessary.

3.12 Placement on Salary Scale

- (a) The AP&DC shall not consider recommendation for advancement on a salary scale except when a salary is being reviewed nor shall any increment be granted on promotion. All promotions shall be made in a way that the member of staff would not suffer any loss in salary, provided that this action shall not normally apply to all categories of academic staff below the level of Lecturer II where probationary study leave has been extended for good reason beyond the third year of his appointment. In

such cases, the Committee may consider placement at a point on the scale of Lecturer II if the staff successfully completes his approved course of study and is appointed to the grade of Lecturer II. A member of staff promoted from one grade level to another shall enter the higher scale at a point that gives him a salary increase that is at least equal to the incremental step on his old scale.

- (b) Save in exceptional circumstances, a promotion will take effect from 1st October of the appraisal year following the appraisal year in which the promotion was made.

3.13 **Review of Salaries and Re-grading**

The Committee may review the salary or re-grade the appointment of a staff on a recommendation made by his Head of Department for the reason that the earlier assessment had not been based on all the available facts and had accordingly resulted in a wrong placement on the salary scale or wrong grade. Such review or re-grading shall normally be considered in the first year of appointment and only in such cases shall the review of salary or re-grading be made retrospectively to the date of such appointment. All proposals for a review of salary or re-grading shall be made in the first instance to the Registrar who shall present them to the Committee for consideration.

3.14 **Submission of Written Work**

When written work, whether published or unpublished, is cited as evidence for promotion or confirmation or review of salary or re-grading of appointment, copies shall be deposited with the Registrar at least seven days before the date of the meeting at which the recommendation is to be considered.

3.15 **Criteria for Assessing Professional Librarians**

Professional librarians will be assessed on the following grounds:

- (a) Professional Competence and Activity
 - (i) Performance on the job including output in terms of quality and quantity.
 - (ii) Effectiveness of the service rendered.

Professional competence and activity shall contribute 30 percent to the overall assessment of a candidate.

- (b) Research and Publications
 - (i) Articles in refereed journals.

- (ii) Books or chapters in books.
- (iii) Published conference papers.
- (iv) Bibliographies, indexes and guides.
- (v) Technical reports.

Research and publications shall contribute 50 percent to the overall assessment of a candidate.

(c) Administrative Competence and Effectiveness

Administrative competence and effectiveness shall contribute 20 percent to the overall assessment of a candidate.

3.16: 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.

3.17: EFFECTIVE DATE OF PROMOTION

All promotion shall take effect on the 1st of October of the year the promotion case has been initiated.

3.18: FINALIZATION OF PROMOTION CASES

All cases of promotion in the University must be reported to Council for approval, on the recommendations of the Appointments, Promotions and Disciplinary Committee before implementation. This is without prejudice to the right of appeal of any aggrieved candidate to Council through the Secretary to Council.

CHAPTER FOUR

APPOINTMENT AND PROMOTION OF SENIOR NON-TEACHING STAFF

4.0 Preamble

- (i) For the appointment, Promotion and Discipline of Staff, the F.U.O Law 2007 Section 11 (3); 5 provides for the Appointments, Promotions and Disciplinary Committee.
- (ii) To assist and to facilitate its work, there shall be a Sub Committee to handle issues relating to Appointments and Promotions of Non-Teaching Staff.

The composition of the Committee is as follow:

- (i) Vice-Chancellor-Chairman

- (ii) Deputy Vice Chancellor- Member
 - (iii) Registrar - Member
 - (iv) University Librarian- Member
 - (iv) Bursar- Member
 - (v) Directors of Non-Teaching Units- Member
 - (vi) Officer in Charge of Personnel
- /Establishment - Secretary

4.01 Appointment

(a) Vacancies

Subject to the provisions of the University Law, Statutes and Ordinances relating to the appointment of Principal Officers, vacancies in any Professional, Administrative and Technical unit shall be filled either by appointment or by promotion from among serving employees of the University or by temporary appointment that may be regularised in accordance with the University regulations or by advertisement and interview.

(b) Advertisement

(i) The Registrar shall make advertisement of vacancies on the established posts after being notified of the vacancies by the Heads of the relevant Units and upon the approval of the Vice-Chancellor.

Every advertisement shall state, among other things, the post, the precise qualifications and experience required, the nature and duties attached to the post, the salary range attached and the manner of application.

(c) Processing of Applications

The Registrar shall forward a copy of every application received to the Head of the Unit concerned as soon as possible for short-listing and return not later than two weeks after receipt of the applications.

(d) Short-listing

(i) Short-listing of applicants shall be done by the Head of the Unit concerned after appropriate consultation with such members of his staff and other persons as he may deem necessary.

(ii) The Vice-Chancellor shall approve the short-lists of candidates for all posts.

(e) Administrative, Professional and Technical Posts

Appointments into Administrative, Professional and Technical posts shall be based on possession of a good University degree. In addition, professional qualifications, where appropriate, relevant experience, organisational ability, initiative, knowledge of University administration or equivalent institution, perception, reliability and individual merits shall be considered. Possession of additional skills in the use of Computer and its application to the position to be occupied is essential.

(f) Interview

(i) An Interview Panel shall be constituted to consider and assess the suitability of the short-listed candidates for an established post and shall make its recommendations to the Appointments, Promotions and Disciplinary Committee through its relevant Sub-Committee. The Committee shall consider the recommendations and decide on the appointment of the candidates. The Vice-Chancellor may appoint a visiting member of the professional, administrative and technical staff on temporary basis subject to vacancy and Council approval.

(ii) The Interview Panel shall determine the criteria for assessing and weighting the candidates interviewed for the various posts based on the emphasis of each post.

(iii) The Interview Panel shall normally have the Vice-Chancellor as the Chairperson with the Deputy Vice-Chancellors, the Registrar, and the Head of the relevant Unit as members. Where the selection is for officers on FUNTISS 13 and above, the service of an external Member in the relevant field is required. The Head of the relevant Unit shall normally be consulted to nominate such Member.

4.02 Promotion

Promotion of administrative, technical and professional staff shall be based on the following criteria, provided that no member of staff in any cadre shall be promoted until he has spent at least three years on the cadre:

(a) Administrative Staff Cadre

Preamble

All Administrative staff shall be computer driven in their duties and shall not have secretarial back-up.

(i) From Administrative Officer Grade II to Administrative Officer Grade I

Officer will be assessed on

- (1) Responsiveness to the demands of the job; whether officer is responsive to training on the job and has used available opportunities to advantage.
- (2) Integrity - Ability to keep confidence; honesty and loyalty to the University.
- (3) Evidence of industry and initiative.

(ii) From Administrative Officer Grade I to Assistant Registrar

Officer will be assessed on

- (1) Quality and quantity of work done so far, indicating the most significant work situation s/he has handled.
- (2) Knowledge of University system - Officer must have some appreciation of the administrative processes in the University.
- (3) Report-writing - Ability of the officer to write minutes and reports.
- (4) Reliability and Integrity - How far the officer can be relied upon to perform duties allotted to him and at the time required, ability to keep confidence and perform with honesty and loyalty.
- (5) Cooperation - Ability of the officer to co-operate with others to achieve set goals.
- (6) Initiative and Alertness - Ability of the officer to anticipate problems and plan solutions.

(iii) From Assistant Registrar to Senior Assistant Registrar

Officer will be assessed on

- (1) Continued good performance based on quality and quantity of work; reliability and integrity; co-operation and initiative.

- (2) Greater knowledge of University system and varied experience of University administration.
 - (3) Leadership - Setting good examples, ability to organise and control, to evoke responses in others, and to motivate others.
 - (4) Technical Competence - Officer should develop recognisable competence in an area of work.
 - (5) Report-writing - Ability of the officer to write good minutes and reports.
- (iv) From Senior Assistant Registrar to Principal Assistant Registrar
- Officer will be assessed through interview on
- (1) Continued good performance.
 - (2) Special skill or competence in a major area of University administration.
 - (3) Organising Ability - Ability to plan, organise and co-ordinate in a systematic manner.
 - (4) Judgment and Maturity - Ability to foresee the consequences of actions and/or inactions in the area of responsibility; circumspection.
 - (5) Leadership and Motivation
- (v) From Principal Assistant Registrar to Deputy Registrar
- Officer will be assessed through interview on
- (1) General good performance and personal qualities such as integrity, reliability, honesty, etc.
 - (2) High technical competence.
 - (3) Organising ability and readiness to assume full responsibility for running a Registry Unit.
 - (4) Review of the most outstanding contribution on the Officer to date to illustrate qualities of high competence, imagination, resourcefulness, and ability to evoke responses in others.
 - (5) Officer should now be fully creative – To develop ideas into a coherent policy, design sound procedures and write official speech.

(b) Confidential Secretary Grade

All officers on this cadre must demonstrate high proficiency in the use and application of Computer systems to secretarial work in general. Evidence of such computer training must be shown and demonstrated practically before appointment to this cadre.

(i) From Confidential Secretary Grade II to Confidential Secretary Grade I

Officer must possess WASC (with credit in English Language) or its equivalent and Royal Society of Arts (RSA.) or Pitman's or Government Training School Certificate or their equivalent for 100/50 words per minutes (wpm) in shorthand and typewriting respectively plus at least three years stenographic/secretarial experience.

Officer will be assessed on

- (1) Technical Competence - Ability to write and type with speed and accuracy.
- (2) Secretarial Competence - Possession of and skill in performing secretarial duties, e.g., keeping diary, organising routine office work, attending to visitors, following-up correspondence, etc.
- (3) Language - Competence in grammar, construction and spelling, reasonable vocabulary and ability to make sense from notes.
- (4) Reliability and integrity - How well the officer can be relied on to perform duties timely, to take pain and care over quality of work, to keep confidence and perform with honesty and loyalty.
- (5) Motivation - Officer must possess professional pride, must make effort to improve his general knowledge and level of competence, and must be able to motivate others.

(ii) From Confidential Secretary Grade I to Personal Secretary Grade II

Officer must possess WASC (with credit in English Language) or its equivalent and RSA or Pitman's or Government Training School Certificate or their equivalent for 120/50 wpm in shorthand and typewriting respectively plus at least six years stenographic/secretarial experience. Officer will be assessed on

- (1) Continued good performance for at least three years as Confidential Secretary Grade I.
- (2) Initiative and self-confidence.

(3) Ability to supervise and control junior staff.

(iii) From Personal Secretary Grade II to Personal Secretary Grade I

Officer must possess WASC (with credit in English Language) or its equivalent and RSA or Pitman's or Government Training School Certificate or their equivalent for 120/50 wpm in shorthand and typewriting respectively plus at least nine years stenographic/secretarial experience. Officer will be assessed on

- (1) Continued good performance
- (2) Evidence of executive capability.
- (3) Demonstrated initiative and self-confidence.
- (4) High degree of secretarial competence and administrative effectiveness.
- (5) Possession of leadership qualities.

(iv) From Personal Secretary Grade I to Senior Personal Secretary

Officer must possess WASC (with credit in English Language) or its equivalent and RSA or Pitman's or Government Training School Certificate or their equivalent for 120/50 wpm in shorthand and typewriting respectively plus at least 12 years stenographic/secretarial experience. Officer with Ordinary National Diploma (OND) qualification will require at least nine years experience while officer with Higher National Diploma (HND) qualification will require at least six years experience. Officer will be assessed on

- (1) Continued good performance.
- (2) Evidence of executive capability.
- (3) Demonstrated initiative and self-confidence.
- (4) High degree of secretarial competence and administrative effectiveness.
- (5) Possession of leadership qualities.

(v) From Senior Personal Secretary to Principal Personal Secretary

Officer must possess WASC (with credit in English Language) or its equivalent and RSA or Pitman's or Government Training School Certificate or their

equivalent for 120/50 wpm in shorthand and typewriting respectively plus at least 15 years stenographic/secretarial experience. Officer with OND qualification will require at least 12 years experience while those with HND qualification will require at least nine years experience. Officer will be assessed on

- (1) Continued good performance.
- (2) Evidence of executive capability.
- (3) Demonstrated initiative and self-confidence.
- (4) High degree of secretarial competence and administrative effectiveness.
- (5) Possession of leadership qualities.

(c) **Executive Officer Grade**

(i) **From Executive Officer to Higher Executive Officer**

Officer will be assessed on

- (1) Continued good performance as Executive Officer after four years.
- (2) Reliability and Integrity - How well the officer can be relied upon to perform duties timely, to take pain and care over quality of work, to keep confidence and perform with honesty and loyalty.
- (3) General Intelligence - Appreciation of the nature and significance of documents handled in the office.
- (4) Supervisory ability.
- (5) Speed and accuracy of work.

(ii) **From Higher Executive Officer to Senior Executive Officer**

Officer will be assessed on

- (1) Continued good performance as Higher Executive Officer.
- (2) High executive capability - Ability to compose good letters and reports, to write minutes, supervise and control junior staff, etc.
- (3) Initiative and Self-confidence.
- (4) Continued reliability, integrity, speed and accuracy of work.
- (5) Ability to motivate others.

(iii) **From Senior Executive Officer to Principal Executive Officer**

Officer will be assessed on

- (1) Continued good performance as Senior Executive Officer.

- (2) High motivation.
 - (3) At least nine years experience in the Executive Officer cadre (length of experience may be reduced if the officer has acquired relevant additional qualifications).
- (iv) From Principal Executive Officer to Assistant Chief Executive Officer
Officer will be assessed on
- (1) Continued good performance as Principal Executive Officer.
 - (2) High motivation.
 - (3) At least 12 years experience in the Executive Officer cadre (length of experience may be reduced if the officer has acquired relevant additional qualifications).
- (v) From Assistant Chief Executive Officer to Chief Executive Officer
Officer will be assessed on
- (1) Continued good performance as Assistant Chief Executive Officer.
 - (2) High motivation.
 - (3) At least 15 years experience in the Executive Officer cadre (length of experience may be reduced if the officer has acquired relevant additional qualifications).
- (d) **Bursary Senior Staff**
- (i) From Accountant II to Accountant I
Officer will be assessed on
 - (1) Job Appraisal - Knowledge of the job, reliability, industry and pushfulness. Ability to learn fast and respond to training.
 - (2) Personal Qualities – Good interpersonal relationships with supervisors and others. Willingness to take suggestions and improve always.
 - (ii) From Accountant I to Senior Accountant
Officer will be assessed on
 - (1) Job Appraisal – Officer must have a thorough knowledge of the job and the ability to give directive in a manner that will ensure that it can be easily carried out. S/he must be reliable, industrious, pushful and have a mastery of the use of all accounting documents.

- (2) Personal Qualities – Officer must have high level of interpersonal relationships with superiors and others. S/he must demonstrate willingness to take suggestions and improve always.

(iii) From Senior Accountant to Principal Accountant

Officer will be assessed on

- (1) Job Appraisal – Officer must have a good knowledge of the job including knowledge of the Procedure Guide and Chart of Accounts that govern the performance thereon. S/he must be reliable in the performance of duties and possess the ability to produce accurate financial statements. S/he must also be hardworking, have an inquisitive mind, a high sense of commitment to duty, and good oral and written expressions in English Language.
- (2) Personal Qualities – Officer must have high level of interpersonal relationships with others. S/he must have the ability to take decisions, possess leadership qualities, and be resourceful and orderly in the performance of work. S/he must also be willing to accept and discharge responsibilities as and when occasions demand. S/he must have a high degree of initiative and self-confidence. Possession of recognised professional qualification is essential for promotion.

(iv) From Principal Accountant to Chief Accountant

Officer will be assessed on

- (1) Job Appraisal – Officer must have a good mastery of the functions of the Bursary and a thorough understanding of the general aspects of philosophy of the University. S/he must demonstrate a high level of productivity.
- (2) Professional Awareness, Study and Application – Officer must have the ability to perform effectively without supervision and be highly reliable. S/he must constantly improve himself and should display a thorough understanding of the Bursary Procedure Guide and Financial Instructions and Chart of Accounts. Officer should also possess the ability to carry

out assignments of management and professional nature beyond the scope of the current duties.

- (3) Expression and Mental Ability - Officer's written and oral expressions in English Language should be clear and precise.
- (4) Leadership Qualities – Officer must possess leadership qualities such as honesty, diligence, initiative, commitment, and good interpersonal relationships. S/he should be willing to accept and discharge responsibilities and be responsive to suggestions and criticisms. Officer should also possess the ability to manage a division of the Bursary.

(vi) From Chief Accountant to Deputy Bursar

Officer will be assessed on

- (1) Job Appraisal – Officer must demonstrate effective and efficient performance as Head of a Division and a thorough understanding of the philosophy of the University.
- (2) Professional Awareness and Competence - Officer should be absolutely dependable and capable of accomplishing results under challenging conditions. S/he should possess competence in the preparation of University Budget, University Accounts, Financial Statement and Reports.
- (3) Professional Study and Application - Officer should demonstrate knowledge of modern techniques relevant to the discharge of his duties and ability to apply these effectively. Specifically, s/he should have adequate knowledge of the computerisation of accounts and reasonable knowledge of preparation of Procedure Guide (including flowcharts) and Chart of Accounts for the entire Bursary.
- (4) Mental Ability and Work Ethics – Officer should always exercise sound judgement, justify complete confidence and be able to display great initiative and enthusiasm.
- (5) Leadership Qualities - Officer should have the ability to plan, organise, supervise and co-ordinate. S/he should be able to motivate others.
- (6) Personal Qualities – Officer must be honest, tactful, reliable and possess good interpersonal relationships.

TECHNICAL/TECHNOLOGIST GRADE

(i) From Technologist II to Technologist I or Higher Technical Officer to Senior Technical Officer

Officer must possess HND in the relevant field plus at least three years experience as Technologist II or Higher Technical Officer or be an Associate Member of the Institute of Science Technologists (IST) or the Institute of Medical Laboratory Technologists (IMLT) with at least three years experience as Technologist II or Higher Technical Officer. Officer will be assessed on

- (1) Technical Ability
- (2) Ability to check specifications and ensure compliance with such specifications.
- (3) Ability to procure technical materials promptly.

(ii) From Technologist I to Senior Technologist or Senior Technical Officer to Principal Technical Officer II

Officer must possess HND in the relevant field with at least three years experience as Technologist I or Senior Technical Officer or be an Associate Member of IST/IMLT with at least three years experience as Technologist I or Senior Technical Officer or be a Fellow of IST/IMLT. Officer will be assessed on

- (1) Ability to organise a team of workers.
- (2) Ability to carry out preventive maintenance of equipment and take prompt action when a breakdown occurs.
- (3) Ability to write a technical report.
- (4) Ability to control subordinate staff.
- (5) Ability to assess and select the type of materials required.
- (6) Ability to provide effective research support to staff and postgraduate students.

(iii) From Senior Technologist to Principal Technologist or Principal Technical Officer II to Principal Technical Officer I

Officer must possess HND in the relevant field with at least three years experience as Senior Technologist or Principal Technical Officer II or be an

Associate Member of IST/IMLT with at least three years experience as Senior Technologist or Principal Technical Officer II. Officer will be assessed on

- (1) Criteria listed under (i) to (iii).
- (2) Ability to plan a strategy of operation.
- (3) Ability to prepare cost estimate for a project.
- (4) Ability to train subordinate staff.

(iv) From Principal Technologist to Assistant Chief Technologist or Principal Technical Officer I to Chief Technical Officer

Officer must possess HND in the relevant field with at least three years experience as Principal Technologist or Principal Technical Officer I. Officer will be assessed on the criteria listed under (i) to (iv).

(v) From Assistant Chief Technologist to Chief Technologist or Chief Technical Officer to Engineering Coordinator

Officer must possess HND in the relevant field with at least three years experience as Assistant Chief Technologist or Chief Technical Officer and must be a Fellow of IST/IMLT. Officer will be assessed on the criteria listed under (i) to (v).

**(d) DIRECTORATE OF WORKS & PHYSICAL
PLANNING**

PROMOTION OF PROFESSIONAL STAFF

1. ***FROM PUPIL ENGINEER to ENGINEER***

GRADE II

Officer must possess a good degree or equivalent qualification in Engineering (Civil, Electrical or Mechanical) and in addition must have the following:

- (a) Must be able to prepare construction programmes
- (b) Must be able to assist in the execution of all maintenance works
- (c) Must be able to supervise and monitor University projects.

2. **FROM *Engineer II to Engineer I***

In addition to the above qualifications, Officer will be assessed on:

- (a) Must be a member of the Council of Registered Engineers of Nigeria (COREN)
- (b) The ability to supervise University Capital projects.
- (c) The ability to prepare Recurrent estimates for the Division.
- (d) The ability to prepare programme for routine maintenance of all University buildings
- (e) And the possession of three (3) years cognate experience as Pupil Engineer/Engineer Grade II.

3. **FROM *Engineer I to SENIOR ENGINEER***

Officer must have a minimum of three (3) years cognate experience as Engineer I and will be assessed on the criteria listed under (i) to (ii).

4. **FROM *Senior Engineer to PRINCIPAL ENGINEER***

Officer must have a minimum of three (3) years experience as senior engineer and will be assessed on the criteria listed under (i) to (ii).

5. **FROM *Principal Engineer to CHIEF ENGINEER***

Officer will be assessed through interview on:

- 1 Knowledge of the job, reliability and pushfulness.
- 2 Good interpersonal relationships with others. He must have the ability to take decisions, possess leadership qualities and be resourceful and orderly in the performance of work. He must have a high degree of initiative and self-confidence.
- 3. Officer must have a minimum of four years cognate experience as Principal Engineer.

7. **From Chief Engineer to *DEPUTY DIRECTOR***

Officer will be assessed through interview on:

1. Job Appraisal – Officer must have a good mastery of Farm Officer Cadre and a thorough understanding of the general aspects of philosophy of the University . He must demonstrate a high level of productivity.
2. Professional Awareness and Application – Officer must have the ability to perform effectively without supervision and be highly reliable.
3. Leadership Qualities – Officer must possess leadership qualities such as honesty, diligence, initiative, commitment and good interpersonal relationships. He should be willing to accept and discharge responsibilities and be responsive to suggestions and criticisms.

PROMOTION OF PROFESSIONAL STAFF OF THE PHYSICAL PLANNING JOBS

Officers for appointment into the physical planning jobs must possess good honours degree in the relevant disciplines.

- (i) From Planning Officer II/Surveyor II/ Architect II/Landscape Architect II/Horticulturist II/Estate Officer II/Quality Surveyor II/Building Officer II/Engineer II to Planning Officer I/Surveyor I/Architect I/Landscape Architect I/Horticulturist I/Estate Officer I/Quality Surveyor I/Building Officer I/Engineer I.

Officers will be assessed on:

- (1) Job Appraisal – Knowledge of the job, reliability, industry and pushfulness. Ability to learn fast and period to on job training.
- (2) Personal Qualities – Good interpersonal relationships with supervisors and others. Willingness to take suggestions and improve always.

- (i) From Planning Officer I/Surveyor I/Architect I/Landscape Architect I/Horticulturist I/Estate Officer I/Quality Surveyor I/Building Officer I/Engineer I to Senior Planning Officer/Senior Surveyor/Senior Architect /Senior Landscape Architect/Senior Horticulturist/Senior Estate Officer/Senior Quality Surveyor/Senior Building Officer/Senior Engineer.

Officers will be assessed on:

- (1) Job Appraisal - Sufficient knowledge of the job, dependability, industry and push fullness. Ability to learn and respond to current trends in the profession.
- (2) Personal Qualities - Good interpersonal relationship with superior and subordinate staff members. Willingness to galvanize ideas from others and improve on the job.

(iii) From Senior Planning Officer/Senior Surveyor/Senior Architect/ Senior Landscape Architect/ Senior Horticulturist/ Senior Estate Officer/ Senior Quantity Surveyor/ Senior Building Officer/ Senior Engineer to Principal Planning Architect/ Principal Architect/Principal Landscape Architect/ Principal Horticulturist/ Principal Estate Officer/ Principal Quantity Surveyor/ Principal Building Officer/ Principal Engineer .

Officer will be assessed on:

- (1) Job Appraisal - Thorough knowledge of the job, dependability, industry and pushfulness. Ability to update knowledge acquired and fit in the modern practices in the profession.
- (2) Personal Qualities - Better interpersonal relationship with supervisor and subordinate staff members. Willingness to motivate and lead subordinate staff members.

(iv) From Principal Planning Officer/ Principal Surveyor/ Principal Architect/ Principal Landscape Architect/ Principal Horticulturist/ Principal Estate Officer/ Principal Quantity Surveyor/ Principal Building Officer/ Principal Engineer to Assistant Chief Architect/ Assistant Chief Landscape Architect/ Assistant Chief Surveyor/ Assistant Chief Architect/ Assistant Chief Landscape Architect/ Assistant Chief Horticulturist/ Assistant Chief Estate Officer/ Assistant Chief Quantity Surveyor/ Assistant Chief Building Officer/ Assistant Chief Engineer.

Job Appraisal – Mastery of all job, reliability, industry and pushfulness. Ability to acquire more knowledge and train subordinate officers.

(v) From Assistant Chief Planning Officer/Assistant Chief Supervisor /Assistant Chief Architect /Assistant Chief Landscape Architect /Assistant Chief Horticulturist /Assistant Chief Estate Officer /Assistant Chief Surveyor /Assistant Chief Building Officer/Assistant Chief Engineer to Chief planning Officer /Chief Surveyor /Chief Architect /Chief Landscape Architect/Chief Horticulturist/ Chief Quantity Surveyor/Chief Building Officer/ Chief Engineer.

(1) Job Appraisal- Mastery of all the functions of the unit/Department, a high level of productivity, integrity, and reliability.

(2) personal Qualities- Outstanding

interpersonal relationship with staff

member and the public. Willingness to deliver high quality output without supervision.

Willingness to motivate others workers in the Department.

(3) Communication- Oral and written expressions

should be clear and sound

- (4) Interview- Officer would attend a promotion interview dully constituted for the purpose.
- (vi) From Chief Planning Officer/ Chief Surveyor /Chief Architect/Chief Landscape Architect/Chief Horticulturist /Chief Estate Officer/Chief Quality Surveyor /Chief Building Officer /Chief Engineer to Deputy Director of Physical Planning.
- (1) Job Appraisal –Officer must demonstrate mastery of all the functions of the Directorate and a high level of effective and efficient performance as Head of Department.
- (2) Professional Awareness and Competence – Officer should be highly dependable and capable of accomplishing result under very challenging conditions. He should be professionally competent and contribute meaningfully in other related fields.
- (3) Communication – Oral and written expressions should be clear and sound
- (4) Professional study and application – Offer should demonstrate judgement knowledge of modern techniques relevant to the discharge of his duties and ability to apply same effectively.
- (5) Mental ability and work Ethics – Officer should exercise sound judgement, justify confidence reposed in him and be able to display initiative and enthusiasm.
- (6) Leadership Qualities –Officer should posses ability to plan, organise, motivate supervise and coordinate other workers in the directorate and other cognate divisions of the University.
- (7) Personal Qualities – Officer must be honest, tactful, and reliable and have exceptional interpersonal skill.

8. ***DIRECTOR FUNTISS 15***

The post of Director is purely by appointment. The conditions for appointments are as prescribed by the University authority and cannot be less than that of a Deputy Director.

CHAPTER FIVE

SALARY SCALES

- 5.01 The approved salary scales for senior staff are listed in Appendices I and II to these regulations. Council may amend these salary scales from time to time but no amendment shall normally adversely affect a member of staff already in the employment of the University.
- 5.02 In special circumstances, Council may make appointments on contract and fix remuneration outside these salary scales.
- 5.03 Expatriates and retirees shall normally be appointed on contract only on terms approved from time to time by Council.
- 5.04 The entry point on a salary scale on first appointment shall be determined in accordance with the regulations in force at the time of appointment.
- 5.05 In deciding the point on the salary scale at which a member of staff shall be placed on first appointment, the Appointments, Promotions and Disciplinary Committee or its relevant Sub-Committees or the Appointments, Promotions and Disciplinary Committee of Non-Teaching Staff or its relevant Sub-Committees will have regard to experience, qualifications and seniority of the concerned person in the equivalent grade in his previous appointment and will normally grant one increment above the point on the scale s/he would have reached had s/he continued in his former post.
- 5.06 The salary and other approved emoluments on first appointment shall be paid from the date of assumption of duty.
- 5.07 Rates of pay of other posts not included in Appendices I and II shall be as follows:
- (a) Honoraria for External Examiners, Consultants, and Associate Lecturers
- The current rates are as follow:
- (i) External Examiners N100,000.00 Per Exam
- (ii) External Consultants to University
- Selection Panel N30,000.00 Per Session
- Also transport allowances shall be paid. Night allowances shall be paid only in terms of distance.
- (iii) **Associate Lecturers**
- Professorial Rank N300,000.00 per Semester.
- Senior Lecturer N250,000.00.00 per Semester.

(c) Moderation of Examination

The current rates for moderation of examinations at the undergraduate level are as follows:

- | | | |
|------|--------------------------|-------------|
| (i) | For less than 50 scripts | N80,000.00 |
| (ii) | For more than 50 scripts | N100,000.00 |

The incremental date of a member of senior staff in receipt of a salary on incremental scale is 1st October, provided that a member who takes appointment or enters a salary scale on which increment is to be made after 31st March in any year will not be eligible for an increment until October of the following year.

CHAPTER SIX

RETIREMENT AND TERMINAL BENEFITS

6.01 Council has approved a Contributory Pension Scheme

in line with the 2004 Pension Act. Each pensionable staff shall contribute a minimum of 7.5 % of gross salary while the University also contributes 7.5 %. Each staff will be entitled to choose its own Pension Fund Administrator in line with the provisions of the Pension Act 2004.

CHAPTER SEVEN

LEAVE MATTERS

7.0 Annual leave shall be taken during the due year; and shall be forfeited if not so taken. Also, no leave period shall be commuted monetarily.

7.01 Annual Leave

(a) For Academic Staff

- (i) An academic staff shall be entitled to 56 working days leave in a leave year of which at least 26 days will be specifically devoted to pursuing a research or an academic project.
- (ii) Annual leave shall normally be taken during the leave period or the long vacation as determined by Senate.
- (iii) The Head of Department shall approve absence from work during a semester or the period of examination for not more than two days. The Dean of the appropriate College shall approve absence from work for more than three days. The Vice-chancellor's approval is required for all absence periods exceeding three days.
- (iv) Subject to the foregoing paragraphs, it shall be a misconduct for an academic staff to be absent from work for more than three days without the prior permission of his Dean and in the case of a Dean without the prior permission of the Vice-chancellor.

(b) For Senior Administrative, Professional and Technical Staff

- (i) A senior administrative or professional or technical staff shall be entitled to 42 working days leave in a leave year. However, annual leave shall not be granted in the first year of appointment until the member of staff has completed six months of continuous service in the University.
- (ii) Leave shall normally be taken at any time during the leave period.
- (iii) The Registrar, on the recommendation of the Head of Division/Unit, may approve casual leave to an Administrative, a Professional or Technical staff for a

period not more than three days during a leave period. The Vice-Chancellor's approval is required for all absence period exceeding three days.

7.02 General

Leave, for all staff, in the first year of appointment shall be calculated on pro-rata basis for each completed month of service provided that service of less than six months shall not qualify for leave during that leave period.

7.03 Deferment of Leave

- (a) Leave shall not be carried forward to subsequent years. In exceptional cases, Principal Officers may be granted leave deferral concession on the approval of the Pro-Chancellor on behalf of Council.
- (b) A member of staff can add part of his accumulated leave (from three months to a maximum of six months) to his sabbatical leave subject to the recommendation of the Head of Department/Unit and the approval of the Vice-Chancellor obtained through the Registrar.

7.04 Temporary Staff and Staff on Contract

- (a) Leave for a member of staff on temporary appointment shall be approved, provided the member of staff has completed six months prior to 1st July of that year but no leave allowance shall be paid until the appointment has been extended or renewed for another year.
- (b) Leave for staff on contract shall be defined in their letters of appointment and shall not normally exceed 56 working days for academic staff and 42 working days for senior non-teaching staff.

7.05 Sick Leave

- (a) Sick leave on full pay up to a maximum of six months within a period of 12 months shall be granted by the Pro-Chancellor acting on behalf of Council on the recommendation of the Vice-Chancellor upon the production of medical certificate signed by the Director of Health Services of the University or by any other Medical Practitioner approved by Council. In cases extending beyond six months, Council shall consider the duration and stipend on the recommendation of the Director of Health Services through the Development Committee. All sick leave granted under this section shall be reported to Council.

- (b) All sick leave certificates issued from outside the University Health Centre must be acceptable to the Director of Health Services/ or the University appointed Medical Practitioner who shall so specify.

7.06 Maternity Leave

- (a) Maternity leave of not more than 12 weeks shall be granted by the Vice-Chancellor on application and production of a Medical Certificate from the Medical Practitioner approved by Council and submitted to the Vice-Chancellor through the Head of Department/Unit and Registrar. Maternity leave on full pay and annual leave shall not both be taken in the same leave period. Where the annual leave is taken, maternity leave within the same leave period shall be without pay.
- (b) Maternity leave with pay will not be granted to a member of staff in less than one year of service or to a member of staff on temporary appointment.
- (c) Any maternity leave in excess of 12 weeks shall be without pay.

7.07 **Study Leave**

(a) For Academic Staff

- (i) Application for study leave shall be sent with the comments of the Head of Department through the College Board or the Registrar or the University Librarian or the Director of an Institute to the Registrar who will place it before the Appointments, Promotions and Disciplinary Committee or its relevant Sub-Committees.
- (ii) The which application shall be on appropriate form must contain:
 - (1) A statement of the commencing date and duration of the period for which the study leave is sought.
 - (2) A plan of study or research that the applicant proposes to pursue during the period of the study leave.
 - (3) A statement showing details of any financial assistance being sought or already obtained from other sources.
 - (4) Letter of confirmation from the intending overseas institution or University must be produced.

(iii) Study leave is a privilege and not a right and will not necessarily be granted to every applicant who has completed six semesters of service. Before any application can be granted, the following conditions must be fulfilled:

- (1) An applicant for study leave must have fulfilled the duties of his office in a semester including residence as required, provided that leave on account of illness or other sufficient cause shall not be part of entitlement of the intended study leave.
- (2) The Head of Department/Unit must furnish evidence to the Dean of a College/College or the University Librarian or the Director of an Institute that the applicant can be spared from his duties and that the University will not incur additional expenses if the leave is granted.
- (3) The Appointments, Promotions and Disciplinary Committee or its relevant Sub-Committees shall approve the programme of study or research to be undertaken during the period of the leave.
- (4) The applicant shall undertake in writing to return to the service of the University for at least one semester immediately following the end of his leave or else consider his appointment terminated.
- (5) 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

(b) For Administrative, Professional and Technical Staff

- (i) After six semesters of service, an administrative, a professional or technical staff may apply for study leave with pay for one semester to pursue a course of study or gain practical experience in relevant institution, provided that
 - (1) The applicant can be spared from his duties and that the University will not incur additional expenses if the leave is granted.
 - (2) The Appointments, Promotions and Disciplinary Committee or its relevant Sub-Committees shall approve the programme of study or course to be undertaken during the period of the leave.

(3) The applicant shall undertake in writing to return to the service of the University for at least one semester immediately following the end of his leave or else consider his appointment terminated.

(4) 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 after the last study leave in the case of any subsequent application.

7.09 Learned Conferences

Each financial year, separate budgetary provisions shall be made for Learned Conferences for Academic and Non-Teaching Staff, to be administered by the Development Committee to promote Staff Development programmes.

7.09.1 Condition for Sponsorship

The following among others, shall be taken into consideration before approval is given:

- a) Evidence that the conference in respect of which support is being sought is a learned conference;
- b) The original copy of the letter of invitation to attend or read a paper at the conference;
and
- c) Certification by the applicants' Head of Department that the standard of the paper to be read at the conference is satisfactory.

Preference shall be given to members of staff who are reading papers at conferences, key officers of Learned Societies, or are required by office to be in attendance.

Each applicant shall state actual dates of the conference he wishes to attend.

For Overseas conferences, the entitlement shall for the time being be as follow:

- a) Ticket fare or Conference
Registration fee;

- b) Up to maximum number of seven days for Local and ten days for Overseas conference including days for travelling to and from the venue, and
- c) subsistence allowance payable shall be in accordance with the approved estacode rates.

All application for grants shall normally be made through the Head of Department and Dean of College for the consideration of Development Committee in the case of Academic Staff, or through the Head of Department and the Registrar in the case of Non-Teaching Staff.

Attendance of Conferences shall be at the pleasure of the University which shall ensure reasonable frequency and spread across Colleges and Units.

7.10 SEMINARS, COLLOQUIA, WORKSHOPS AND SHORT COURSES

A member of staff may apply for a grant to attend a seminar, Colloquium, workshop etc.

Workshop or Short course lasting not more than four (4) weeks.

Attendance of shall be at the pleasure of the University which shall ensure reasonable frequency and spread across Colleges and Units.

In making such application, the member of staff shall indicate why he wishes to attend a seminar, symposium, colloquium, etc as the case may be, as well as the benefits which the University will derive from such attendance.

The Head of Department shall be required to comment on the suitability of applicant, the benefits derivable by the seminar, symposium, colloquium, etc as the case may be, and the ability of the Department to spare the applicant for the duration of the course.

The award shall normally cover Return ticket (Economy)/Sea fare/Mileage claims at the prevailing rates and the per diem.

7.11 Study Leave With Full Pay

- (a) Where necessary for the good development of the University, staff may be identified to pursue specialised training and shall be treated the same manner of conditions as those made for study leave.

7.12 Study Leave without Pay

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

- (a) The applicant can be spared from his duties.
- (b) The Appointments, Promotions and Disciplinary Committee are satisfied that the plan of study or research is beneficial to the individual concerned and the University.
- (c) The University considers the leave necessary.
- (d) The leave is not for more than one year in the first instance, subject to renewal for another year that is a maximum of two years.

7.13 Application Procedure for Study Leave

- (a) All applications for study leave with or without pay shall be made through the Head of Department/Unit to the College Board or the Director of an Institute (not based in a College) who will then forward the application with his comments to the Registrar.
- (b) The Appointments, Promotions & Disciplinary Committee, as a condition for granting study leave with or without pay, shall require that the concerned member of staff undertakes in writing to return to the University for at least a period equivalent to the period in respect of which the leave is granted failing which the appointment is considered terminated.

7.14 Leave of Absence

Leave of absence shall be granted where the University is not called upon to bear any expenses in respect of leave, provided that

- (a) The applicant can be spared from his duties.
- (b) The University considers the leave necessary.
- (c) The leave is not for more than one year in the first instance, subject to annual renewal up to a maximum of five years.

7.15 Sabbatical Leave

- (a) After 12 semesters of continuous service in the University, an academic staff not below the rank of Senior Lecturer shall be entitled to a sabbatical leave of one session with full pay. Before any application could be granted, the following conditions must be fulfilled:
- (i) The Head of Department must furnish evidence to the Dean of the College or the Director of Institute (not based in a College) that the applicant can be spared from his duties and that the University will not incur additional expenses if the leave is granted.
 - (ii) The programme of study or research to be undertaken during the period of the leave should be fully stated and documented and shall be approved by the Appointments, Promotions and Disciplinary Committee or its relevant Sub-Committees.
 - (iii) The applicant shall undertake in writing to return to the service of the University for at least two semesters immediately following the end of his leave failing which appointment is considered terminated.
- (b) After 12 semesters of continuous service, an administrative, a professional or a technical staff not below the rank of Senior Assistant Registrar or equivalent rank shall be entitled to a sabbatical leave of one session with full pay. The leave shall be for the purpose of pursuing a course of study or gaining practical experience in a particular field or specialisation related to University administration or service. Before any application could be granted, the following conditions must be fulfilled:
- (i) The applicant can be spared from his duties and that the University will not incur additional expenses if the leave is granted.
 - (ii) The Appointments, Promotions and Disciplinary Committee of Academic Staff (APCAS) or its relevant Sub-Committees shall approve the programme of study or course to be undertaken during the period of leave.
 - (iii) The applicant shall undertake in writing to return to the service of the University for at least two semesters immediately following the end of his leave.

7.17 Granting of Leave on Retirement or Resignation other than at the end of Session

A member of staff who retires or resigns after due notice given and accepted by the Vice-Chancellor at a time other than at the end of an academic session shall be granted his leave

on pro-rata in respect of the leave s/he earned during the session calculated at the rate of approximately three and a half days per completed month of service, provided that the period of service prior to the date of retirement or resignation has not been less than six months.

7.18 Terminal Leave for Certain Officers

The Vice-Chancellor and other Principal Officers shall on the successful completion of their tenure be eligible to one year terminal sabbatical leave provided that they have not enjoyed study leave/sabbatical leave in the last five years.

CHAPTER EIGHT

PASSAGES

8.01 On First Appointment

On first appointment, a member of senior staff may be provided with economy class air passage (In case of Vice-Chancellor, Business Class) or first class sea passage and/or approved road or rail fares by the shortest direct route for himself, spouse and up to four children under the age of 18 years or to the age of 25 years if still undergoing full-time education, from his place of engagement to the University.

8.02 Resignation/Withdrawal/Transfer/Retirement

On resignation, withdrawal, transfer or retirement, a member of senior staff may be provided with economy class air passage (in case of Vice-Chancellor, Business Class) or approved road or rail fares by the shortest direct route for himself and if present in Nigeria, for spouse and up to four children under the age of 18 years or up to the age of 25 years if still undergoing full-time education, from the University to his country of domicile or in the case of a Nigerian, to his home in Nigeria. This provision is subject to the following conditions:

- (a) His resignation, withdrawal, transfer of service or retirement is in accordance with the terms of his contract.
- (b) He has been resident in Nigeria and his spouse and children have also been living with him in Nigeria for at least one academic session prior to the effective date of his resignation, withdrawal, transfer or retirement.
- (c) Where a member of staff does not complete his first academic session of service, s/he shall not normally be eligible for repatriation of himself and family to his country of domicile or for travel to his home in Nigeria.
- (d) Where a member of staff resigns, withdraws or transfers while on overseas leave, s/he will not be entitled to passages for himself and family to return to the University except at the discretion of the Vice-Chancellor, subject to report to Council, unless the concerned member of staff shall, before returning to Nigeria, agree to serve the University for a period of not less than one academic session from the date of his return from the overseas leave.

- (e) Where a member of staff resigns within six months on return from overseas leave giving only three months notice, s/he will not be eligible for repatriation of himself and family to his country of domicile or for travel to his home in Nigeria.

8.04. Determination of Appointment

Where the appointment of a member of staff is determined by Council on grounds other than medical, he will not be entitled to repatriation or to travelling expenses unless Council otherwise directs.

8.05 Overseas Leave Passage

When proceeding and returning from approved overseas leave, an expatriate member of staff shall be eligible for an economy class air passage or first class sea return passage between Nigeria and the declared place of domicile for himself, spouse, and up to four children under the age of 18 years or up to the age of 25 years if still undergoing full-time education. This provision is subject to the condition that s/he has been resident in Nigeria and his family has been living with him in Nigeria for at least six months prior to the date of proceeding on leave. If sea passage is approved, the period spent in travelling will be counted as part of the approved overseas leave. This provision may be used after the first four semesters or 21 months and in every alternate session thereafter except as follows:

- (a) In the case of an academic staff joining the University in the first month of a session, this provision may be used in his second long vacation with the approval of the Vice-Chancellor.
- (b) No passage will be provided for a member of staff and his family for overseas leave from which s/he would return less than six months before the date of expiry of his contract.

8.06 Passages on University Business

Passages on University business shall be authorised by the Vice-chancellor acting on behalf of Council. There shall be no entitlement to family passages.

8.07 Passages for Expatriate Women Married to Nigerians

An expatriate woman married to a Nigerian shall be treated in accordance with the terms of her contract appointment.

8.08 Declaration of Domicile

On first appointment, a member of staff will be required to declare his domicile (country and town) that shall be the basis for determining his passage entitlements. Evidence may be required in support of any declaration or change in domicile. For the purpose of these regulations, "domicile" means the place of permanent residence for the time being of the concerned member of staff and the domicile of a married woman is normally deemed to be that of her husband.

8.09 Further Clarifications

- (a) No passage will be provided in any case where the journey is to be paid for by any other body.
- (b) For the purpose of this chapter
 - (i) "First Class Sea Passage" means first class sea passage approved by the Vice-Chancellor in consultation with the Bursar. The Bursar is authorised to refuse the option of a first class sea passage where there is a considerable difference in fares and to offer either economy class air passage or first class sea passage or equivalent cost.
 - (ii) "Approved road or rail fares" means road travel at approved University kilometre rate or first class rail fares approved by the Vice-Chancellor on the recommendations of the Bursar in all rail travels within Nigeria and the rest of Africa. In other cases, second-class rail fares shall normally be approved.
 - (i) "Shortest direct route" shall be the most direct economical and practicable route approved by the Vice-Chancellor. The member of staff shall be required to pay the additional costs involved in travel by any other route.

CHAPTER NINE

ALLOWANCES

9.01 All matters relating to allowances are prerogative of Council. Allowances shall be paid as prescribed by Council from time to time. The current allowances prescribed by Council are set out below. They are however subject to review from time to time.

9.02 Kilometre Allowance

- (a) A kilometre allowance in respect of approved journeys outside duty stations made on University business shall be payable at the rate of N15.00 per kilometre.
- (b) Part time and Associate Lecturers will also be paid at the rate of N15.00 per kilometre.

9.03 Baggage Allowance or Removal Expenses

On first appointment, approved withdrawal or transfer, probationary study leave or its equivalent or retirement, a member of staff will be eligible for a refund or baggage expenses for the transport of books and personal effects or if resident in Nigeria, will be paid removal expenses at rates determined from time to time by Council. The current rates are:

- (a) On first appointment from place of recruitment outside Nigeria
 - (i) By Air
 - 50 kilograms excess baggage for an unmarried person.
 - 100 kilograms excess baggage for a married person.
 - (ii) By Sea
 - 2 cubic metres for an unmarried person.
 - 4 cubic metres for a married person.
- (b) On first appointment if resident in Nigeria

Removal expenses will be paid up to N25 000.00 for the appointee, N10 000.00 for his spouse and N5 000.00 for each child up to a maximum of four children.
- (c) On resignation, withdrawal transfer or retirement from service, the provisions of regulations 9.05a&b shall apply appropriately.

9.03 Responsibility and Acting Allowance

- (a) A Dean of a College/College and a Head of a non-teaching Department shall receive a responsibility allowance of N12, 000.00 per month during his tenure of office.

- (b) A Director of an Academic Institute/Unit shall receive a responsibility allowance of N10,000 per month during his tenure of office.
- (c) A Head of Department/Coordinators of Programmes and Sub-Dean\Non-Teaching Division shall receive a responsibility allowance of N7,500.00 per month for the period of his tenure.
- (d) A member of staff that is appointed to act as a Head of Department/Non-teaching Division for at least a semester shall be paid an acting allowance at the rate of N7 200.00 per month. An acting allowance will not be paid to a member of staff that is left in charge of a Department/Division during a period when the Head is on annual leave.
- (e) When an officer acts in a post higher than his own post for a period not less than 14 days, the officer shall receive acting allowance at the rate of 100 percent of the difference between his actual salary and the initial salary of the immediate higher post in which s/he acts, provided that such post is not higher than one grade above his own.
- (f) Where a member of staff holds two offices at the same time, s/he shall be paid only one responsibility allowance and this shall be the higher one.
- (g) The following shall be the conditions and procedure for granting acting appointment in respect of administrative, technical and professional staff:
 - (i) Conditions
 - (1) To temporarily fill vacant posts of Heads of Division.
 - (2) When it is necessarily that a duty post be filled at a time no officer of corresponding substantive rank is available for posting thereto.
 - (ii) Procedure for making Acting Appointment
 - (1) The Head of Department/Division shall make recommendation for an acting appointment to the Vice-Chancellor through the Registrar.
 - (2) In making recommendation for an acting appointment to higher a post of responsibility, the Head of Department/Division shall consider the level of responsibility of such post in relation to existing staff within the establishment.

- (3) Under no circumstances should a member of staff on temporary appointment be made to act.
- (4) The approving authority shall be the Vice-chancellor who shall carry out this responsibility on behalf of the Administrative, Professional and Technical Staff Committee. All such appointments shall be reported to the Committee.

9.07 Duty Tour Allowance

- (a) Duty tour allowance in lieu of hotel bill is payable to members of staff who are on duly authorised duties within Nigeria away from the normal place of work at the following rates:

<u>Category</u>	<u>Rate</u>
Vice-Chancellor	N25 000.00 per night.
Principal Officers	N15,000.00 per Night
FUASS 6-7/FUNTISS	
Grades 14 and 15	N12 000.00 per night.
FUASS 5/FUNTISS	
Grades 12 and 13	N7, 500.00 per night.
FUASS 1-4/FUNTISS	
Grades 7 to 11	N6, 000.00 per night.

- (b) The above rates are applicable for the first 28 days only, after which the rates are subject to the approval of the Vice-Chancellor. The University will pay the hotel bill of any member of staff on the production of receipt to that effect. Under normal circumstances, no allowance will be paid for drinks and tobacco.

9.18 Overtime Allowance

The rates for overtime allowance are as follows:

- (a) 1½ percent of basic salary for the first 10 hours and
- (b) 1½ percent of basic salary for the remaining hours up to a maximum of 60 hours for the drivers of Principal Officers and up to a maximum of 45 hours for other drivers.

CHAPTER TEN
HOUSING POLICY

- 10.1 All staff shall have their allowances monetised including housing except the Vice Chancellor who shall be provided with service accommodation in lieu of his housing allowance.
- 10.02 Guidelines for the Use of the University Guest House and Transit Lodge
- (a) For the purpose of attracting staff competitively as well as facilitating the process of settling down, the University shall provide monetised allowances for 28 days to newly recruited staff. The rate is as follow:
- (i) Principal Officers N15,000.00 per Night
- (ii) FUASS 6-7/FUNTISS Grades 14 and 15
N12 000.00 per Night
- (iii) FUASS 5/FUNTISS Grades 12 and 13
N7, 500.00 per night.
- (b) FUASS 1-4/FUNTISS Grades 6 to 11
N6 000.00 per night.

A newly appointed member of staff of the rank of Senior lecturer and above may be given free accommodation and free feeding (for himself and family) in the Guest House for a period not exceeding four weeks. Where such a member of staff has to stay beyond four weeks, the member of staff shall bear the full cost of his meals and those of his family for the extra days spent in the Guest House (which in any case shall not exceed another two weeks). Those who opt to stay beyond six weeks shall pay the current rent for accommodation and the full cost of all meals taken.

- (c) A newly appointed member of staff below the rank of Senior Lecturer will have similar facilities as enumerated in (a) above provided for him in the University Transit Lodge.
- (d) A visiting member of staff shall be entitled to stay in a University rented house or be paid appropriate housing allowance for the duration of his visiting appointment.
- (e) Where a visiting member of staff requires to be temporarily housed in the Guest House prior to moving to his own quarter, such a member of staff will be housed and fed free for a period not exceeding six weeks. Where a visiting member of staff opts to stay beyond six weeks, s/he shall be allowed to stay for another period not exceeding four weeks but shall pay the full cost of all meals taken.
- (f) A visiting member of staff shall not be allowed to stay in the Guest House for more than 10 weeks.
- (g) Part-time lecturers who come to lecture in any of the University campuses from distance of 60 km or above and whose lectures come up at or after 3.00 p.m. shall be given free overnight accommodation and feeding in the Guest House if required and available. If overnight accommodation is not available in the Guest House, such part-time lecturers will be accommodated and fed in suitable hotels nearby or paid overnight allowance in lieu of accommodation in accordance with section 9.07(a). The Heads of their Departments shall recommend such Part-time Lecturers for this facility. Part-time Lecturers from distance below 60 km who complete their assignments by 2.00 p.m. will not be entitled to the facility. However, they may take lunch in the Guest House at the expense of their departments.

CHAPTER ELEVEN

STAFF DISCIPLINE

11.0 PREAMBLE

- i) The University relies on the continuing good sense and devotion of every employee to ensure that cases which may require disciplinary action are reduced to the barest minimum.

- ii) For the appointments, promotions and Discipline of Staff, the F.U.O Law 2006 Section 11 (3); 5 provides for the Appointments, Promotions and Disciplinary Committee.

- (iii) To assist and to facilitate its work, there shall be a Sub Committee to handle issues relating to Staff discipline generally.

The composition of the Committee is as follow:

- (i) Deputy Vice-Chancellor/Chairman
Committee of Deans -Chairman
 - (ii) Registrar- Member
 - (iii) Congregation Representative
on Council- Member
 - (iv) Head of Legal Unit- Member
 - (vii) Officer in Charge of
Personnel/Establishment- Secretary
-
- ii) A Head of Department/Unit shall be responsible to the Vice-Chancellor through the Dean where applicable, for the maintenance of the day-to-day discipline of and among the staff assigned to his department in all matters to the Department/Unit.
 - iii) A formal charge shall be made against any staff who has been alleged to have committed any offence that warrant a disciplinary action. Where the Vice-Chancellor as Chairman of Appointment, Promotions and Disciplinary Committee believe that an act of misdemeanour has been proven, he shall set up an Investigating Panel whose report shall be considered by the sub Committee on Discipline which shall make recommendation to the

Appointments, Promotions and Disciplinary Committee. Where the staff is found guilty, the Committee shall make recommendations to the Governing Council. The Governing Council shall then take its decision on the recommendations as it considers fit.

11.1 Authority to Discipline

The power to exercise disciplinary control over staff member is vested in the University Council.

The Vice-Chancellor may, in case of misconduct by a member of staff which in the opinion of the Vice-Chancellor is prejudicial to the interests of the University, suspend such member without prejudice to the payment of 50 percent of monthly salaries pending the determination of the case and any such suspension shall be reported to Council.

11.2 Misconduct

Any of the following shall constitute an act of misconduct:

- i) conduct of a scandalous or disgraceful nature, such as corruption, dishonesty, fraud, falsification or suspension of records, abuse of office , foul language, etc.
- ii) conduct prejudicial to discipline and good governance, insubordination (including unruly behaviour and disobedience of lawful instruction) , negligence of duty ,absence from duty without permission;
- iii) conviction for a criminal offence (other than a minor traffic offence or the like)
- iv) conduct which may be regarded as constituting failure to discharge the functions of one's office without sufficient reasons.
- v) engaging personally in trade, business or other gainful employment without permission;
- vi) disclosure of confidential official information to an unauthorized person.

11.3 Types of Disciplinary Action

The following disciplinary actions, among others that may be deemed suitable; may be imposed on staff as sanction for misconduct:-

- i) warning : oral or written;
- ii) denial of salary increments;
- iii) surcharge for negligence;
- iv) denial of appraisal for advancement for a specified length of time;
- v) denial of any other benefit ; as may be deemed appropriate e.g. granting of study leave;
- vi) suspension from duties or office with or without pay;
- vii) interdiction;
- viii) termination of appointment and
- ix) dismissal from service

11.4 **Detail of Nature of Disciplinary Action.**

The procedure is as follow:

(a) Query:

- i) A member of staff who commits an act of minor misconduct or who is inefficient in the performance of his duties may be warned by the Head of his Department/Unit.
- ii) A member of staff who commits an act of gross misconduct or misdemeanour shall be given a written query, a copy of which shall be sent to the Registrar. If his explanation is considered by the Head of his Department as reasonable, no further action shall be taken against him and the Registrar shall be informed.
- iii) If a member of staff is queried and his response therefore is found unacceptable, he shall be given a written warning. A copy and his

response thereto, shall be forwarded
to the Registrar through the Head of Department /Unit.

11.4.3. Warning

The warning process should encompass drawing attention to shortcomings through informal talk, oral warning and formal (written) warnings

i) All erring staff shall be warned by their respective Heads of Departments.

ii) Oral warning may be given in response to a reply obtained to an oral query.

iii)

Formal warning: this requires that an employee should be given a written query to which he should reply in writing within a given time which shall be indicated in the query. The officer who issued query shall decide whether:

a) the employee has exculpated himself in which case the officer shall so inform him in writing and no further action shall be necessary,

or

b) the employee has not exculpated himself but no immediate punishment is warranted , in which case the officer shall issue an appropriate formal writing, drawing the attention of the Registrar, for personal records if, it is the third warning.

iv) In respect of Deans, Heads of Academic Departments and Heads of Administrative/ Technical / Professional Departments, the entire warning process shall be undertaken by the Vice-Chancellor.

11.4.4 Denial of Increment or Appraisal for advancement

i) Where a Head of Department is satisfied that an employee has not attained requisite standard of efficiency and/or conduct he may make recommendation for the deferment or withholding of the employee's increment and the matter shall be referred to the appropriate Appointments , Promotions and Disciplinary Committee.

- ii) If the relevant Committee decide that the increment of an employee be withheld or deferred, the decisions and the grounds thereof shall be communicated to the employee who may, within one month of being notified of the decision, appeal to Council against the decision.

- iii) An increment which has been deferred or withheld shall not subsequently be granted with retrospective effect.

11.4.5 Surcharge for negligence

An employee of the University may be dismissed or have his or her appointment terminated for any wilful or negligent damage to University Property. The employee or employees concerned may be asked to pay for the cost of repairs or replacement at the current price of the damaged property.

11.4.6. Suspension from Duties or Office

The Vice-Chancellor may, in case of misconduct by a member of staff which in opinion of the Vice-Chancellor is prejudiced to the interest of the University, suspend such member of staff and any such suspension shall be reported to the Council after a prima facie case has been established.

Any person suspended shall be on a half pay and the Council shall before the expiration of a period of three month after the date of such suspension considered the case against that person and come to a decision as to:-

- a) re-instate such person in which case the Council shall restore his full emoluments which effect from the date of suspension;

- b) terminate the appointment of the person concerned in which case such person shall not be entitled to the proportion of his emoluments withheld during the period of suspension.

- c) take such less severe disciplinary action against such person(including the restoration of such proportion of his emoluments as might has been withheld) as the Council may determine. In any case where the Council, decides to continue a person's suspension

or decide to take further disciplinary action against a person, the Council shall before the expiration of period of three months from such decision come to a final determination in respect of the case concerning any such person.

11.4.7. Interdiction

- i) Where an employee has been charged with a criminal offence whether or not connected with the University, the Vice-chancellor may interdict him from duties forthwith.
- ii) Formal notice of interdiction shall be given to the employee concerned in writing. The notice shall state the date from which the interdiction takes effect and the reasons for such interdiction.
- iii) Where an employee has been interdicted, he shall be entitled to receive half of his salary. The Council shall, before expiration of a period of six months after the date of such interdiction, consider the case against that person and come to a decision as to:
 - (a) Whether to continue such person's interdiction and if so, on what terms;
 - (b) Whether to re-instate such person, in which case the Council shall restore his full emoluments to him with effect from the date of interdiction;
 - (c) Whether to terminate the appointment of the person concerned in which case such a person shall not be entitled to the proportion of his emoluments withheld during the period of interdiction;
 - (d) Whether to take a lesser disciplinary action against such person (including the restoration of such proportion of his emoluments that might have been withheld by the Council, pursuant to this Section) or decides to continue a person's interdiction or decides to take further disciplinary action against a person. The Council shall before the expiration of a period of six months from such decision come to a final determination in respect of the case concerning any such person.
- iv) An employee who is under interdiction shall be required to hand over uniform, accounts, books, tools and any other property of the University in his charge to such person as the Head of Department/Unit shall order and he shall be forbidden to carry on his duties and to visit his place of work except with the express permission of the Vice-Chancellor.

- v) Where an employee under interdiction is found not guilty of all charges, he shall be re-instated and shall receive the balance of his salary for the whole period of his interdiction. Council, may however, review the circumstances of the case with a view to determining the desirability of his continuation in the service of the University otherwise his appointment may be terminated forthwith.
- vi) Any employee under interdiction may not, without the permission of the Vice-Chancellor, leave station during the period of interdiction. Any employee contravening this regulation renders himself liable to dismissal. If the employee's where about remains unknown, the dismissal may be made without further formality.

11.4.8. Removal from office or dismissal from service

- a) Termination of the appointment on grounds of indiscipline:

All appointments can be terminated by Council on the establishment of any of the following acts of indiscipline against the appointee by the Appointments, Promotions & Disciplinary Committee:

- i) conviction for any offence which the Appointments, Promotions & Disciplinary Committee considers to be seriously discrediting to the University or which will seriously prejudice the person convicted and render him unfit in the performance of his duties;
- ii) gross or persistent neglect of duty or misconduct either in the performance of duty or in any other situation;
- iii) conduct of a scandalous or other disgraceful nature including moral turpitude which the Staff Disciplinary Committee considers to be such as to render the person concerned unfit to continue to hold office;
- iv) failure or inability of the person concerned to discharge the functions of his office or to comply with the terms of condition of service resulting from infirmity of mind or body or any other related causes;

- v) misrepresentation as to qualification upon application for employment;
- vi) The Vice-chancellor may, terminate the appointment of a member of staff on a contract appointment or an unconfirmed regular appointment by giving at least a month notice or payment of a month salary in lieu of notice.

b) Dismissal

- i) An employee under interdiction who is found guilty of any of the charges preferred against him may be dismissed and if so, shall not subsequently receive any part of his salary, notwithstanding that he may have been found guilty of some of the charges;
- ii) Failure to disclose any previous conviction for a criminal offence will lead to summary dismissal;
- iii) An employee convicted on a criminal charge shall not receive any emoluments for the period following the date of conviction, until the University shall have considered his case. In the event of any acquittal on appeal the question of continuation in service and payment of arrears of emoluments shall be determined by Council on the advice of the Registrar;
- iv) Upon conviction of an employee on a criminal charge he shall be dismissed or have his appointment terminated with effect from the date on which he was convicted;
- v) An employee of the University shall be summarily dismissed if he corruptly accepts or obtains or causes any person to accept or attempt to obtain from any person, for himself or for any other person, 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 disfavour in relation to the University's affairs or business;
- vi) An employee of the University shall be summarily dismissed if he :

- i) whilst employed in a full-time or part-time capacity, acts as attorney or agent against the University in any matter.
- ii) Falsifies testimonial or personal records.

11.4.9. PROCEDURE FOR DISCIPLINARY CASES

Before terminating appointments on grounds of indiscipline, other than on ground of infirmity of mind or body, the staff Disciplinary Committee shall:

- i) Be satisfied that a prima facie case has been established by the Department through the Vice-Chancellor;
- ii) Notify the member of staff concerned in writing of the ground(s) on which considered action is being given to the termination of his appointment and he is being considered for disciplinary action;
- iii) Give the member of staff concerned opportunity of replying to the allegations levelled against him;
- iv) Give the member of staff whose case is being considered the opportunity to appear before the staff Disciplinary Committee;
- v) Make recommendations through the Vice-Chancellor to the appropriate Appointments, Promotion and Disciplinary Committee which shall recommendations to Council.

11.4.10. INEFFICIENCY

For the purpose of these regulations, inefficiency connotes incompetence or ineptitude, an action which shows that the staff is not properly discharging the duties of his office. A staff found to be inefficient as per above definition, shall be liable to removal from office.

CHAPTER TWELVE

MEDICAL CARE

- 12.0 The University has adopted an outsourcing arrangement for the delivery of its health services to staff and student.
- 12.01 Medical allowances are however to be consolidated into the monthly emoluments of staff to enable them take the Health Insurance cover of the different Health Management Organisations approved by the Federal Government.
- 12.2 All issues relating to health of Staff and their dependents are therefore to be referred to their chosen Health Management Organisations.
- 12.3 Staff members may take advantage of the Health Management Organisation(s) approved by Council from time to time to provide cover for the students of the University through the Management.

CHAPTER THIRTEEN

ADVANCES

- 13.0 As a general rule, advances to be granted at anytime to a member of staff should be such that the total deductions from his salary shall not at anytime exceed one third of his monthly salary.
- 13.1 Salary Advance
An advance of one month's salary may be approved on first appointment and shall be refundable in three monthly instalments deducted from salaries. The first instalment shall be made in the month following the month in which the advance was made. Thereafter, an

advance of one month's salary may be made six months after the completion of the payment of a previous advance. The enjoyment of this entitlement shall be based on the recommendation of the Head of Department and subject to the approval of the Bursar. Such advance will be refundable in three equal consecutive monthly instalments.

CHAPTER FOURTEEN

INAUGURAL LECTURE

- 14.0 It shall be a requirement for a Professor to deliver an inaugural lecture where he has not delivered such a lecture elsewhere since becoming a Professor.
- 14.1 A Professor should endeavour to deliver his inaugural lecture within five years of becoming a Professor, subject to the exigency of seniority and College disposition.
- 14.2. A Professor appointed on contract or a Visiting Professor shall not be eligible to deliver an inaugural lecture.

