

FEDERAL UNIVERSITY LOKOJA



CONDITIONS OF SERVICE FOR SENIOR STAFF

June, 2023

THE RULES AND REGULATIONS GOVERNING

CONDITIONS OF SERVICE FOR SENIOR STAFF

(TEACHING - CONUASS 1-7 AND NON-TEACHING - CONTISS 06-15;

CONMESS 1-7; CONHESS 06-15)

PREFACE

The rules and regulations contained herein constitute the terms and conditions of the contract between the Governing Council of the Federal University Lokoja and its employees. The documents represent a careful distillation of similar specifications from Federal Republic of Nigeria Public Service Rules (2008) and Conditions of Service for older Federal Universities as well as other similar institutions of higher learning.

Higher institutions of learning particularly Ahmadu Bello University, Zaria; Federal University of Technology, Minna; Bayero University Kano; University of Abuja, Abuja and University of Benin, Benin; as well as the Federal Civil Service of the Federal Republic of Nigeria, are deeply appreciated for the contents borrowed directly or covertly from their own Conditions of Service.

Deliberate efforts have been made to ensure that the stated conditions enjoy parity with what obtains in other higher institutions and the extant circulars of the Federal Civil Service. These regulations have been couched as to be devoid of any ambiguities.

They provide for terms of engagement, advancement as well as discipline and exit of staff from the service. Some of them are bound to be abrogated or modified now and again by the University Governing Council or new circulars from the Federal Government. The University will respond promptly to such modifications by following due process.

The document shall be made available on the University website and every member of staff is enjoined to download and print a copy for him/herself and gets acquainted with the content.

Any contentious issue should be referred to the Registrar for interpretation in the first instance.

Professor Olayemi Akinwumi
Vice-Chancellor

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SECTION ONE

PRELIMINARIES

1.0 Title

- i. The contents of this document form the aggregate of the Regulations for appointment into Federal University Lokoja, Kogi State. The document shall be cited as the Regulations Governing the Conditions of Service for Senior Staff.
- ii. The Regulations shall come into effect after due process when they have been formally approved by the Governing Council of the University.
- iii. All employees, whether single or married, have the same conditions of service, except where otherwise stated or where there would be a duplication of benefits received by a member of staff and his or her spouse. In these Regulations, unless the context indicates otherwise, the concepts "he", "him", and "his" apply equally to female members of staff.

1.1 Interpretation

- i. In the event of any question or doubt arising out of or in connection with these Regulations, the matter, except in financial issues, shall be referred, in the first instance to the Registrar for clarification, interpretation or decision, and thence on appeal to the Vice-Chancellor. In respect of financial matters, the question shall, in the first instance, be referred to the Bursar, and thence on appeal to the Vice-Chancellor whose decision shall be final, except as prescribed in (ii) below for both cases.
- ii. Where a staff member is of the view that the interpretation of the Vice-Chancellor is prejudicial to him, in so far as his terms and conditions of service are concerned, he may appeal through the Registrar to Council against the decision of the Vice-Chancellor and the decision of the Council shall be final.

1.2 Amendments

These Regulations or any part thereof may be amended or modified by the Governing Council of the University either at its own discretion or in consideration of the collective proposals of members of staff submitted to the Council through the Secretary to Council.

1.3 Definition of Terms

In these Regulations except otherwise stated, the definition of Terms are as indicated in the Law establishing Federal University Lokoja as indicated below:

- i. The "**University**" means The Federal University Lokoja established by an Act of the National Assembly.
- ii. "**Council**" means the Governing Council of the University.
- iii. "**Senate**" means the Senate of the University.

- iv. "**Chancellor**" means the Chancellor of the University.
- v. "**Pro-Chancellor**" means the Pro-Chancellor and Chairman of Council of the University.
- vi. "**Vice-Chancellor**" means the Vice-Chancellor of the University or any person appointed by the University Authority to act for him for the purpose of all or part of these Regulations.
- vii. "**Deputy Vice-Chancellor**" means a Deputy Vice-Chancellor of the University.
- viii. "**Registrar**" means the Registrar of the University or any person appointed by the University Authority to act for him for the purpose of all or part of these Regulations.
- ix. "**Bursar**" means the Bursar of the University or any person appointed by the University Authority to act for him for the purpose of all or part of these Regulations.
- x. "**University Librarian**" means the Librarian of the University.
- xi. "**College**" means an aggregate of Faculties in related disciplines under a "Provost".
- xii. "**Provost**" means the Academic and Administrative Head of a College.
- xii. "**Faculty**" means a body of related academic disciplines established by Senate and Council or the Vice-Chancellor on behalf of Council.
- xiii. "**Dean**" means the Academic and Administrative Head of a Faculty except as otherwise stated e.g. Dean of Students' Affairs.
- xiv. The "**Department**" means any unit of the University, Academic or Non-Teaching established by the University Senate and Council.
- xv. "**Head of Department**" means a staff appointed or designated as Head of Department by the Vice-Chancellor.
- xvi. "**Institute**" means an academic unit established within the University for Research and/or instruction in specialized areas.
- xvii. "**Director**" means the Academic and/or Administrative Head of an Institute/ Centre/Services.
- xviii. "**Employee**" means any member of staff of the University.
- xix. "**Senior Staff**" means all staff of the University either on CONTISS 6-15 or CONUASS 1-7 or CONMESS 1-7 or CONHESS 06-15, and as may be determined from time to time.
- xx. "**Established Employee**" means an employee appointed on pensionable or non-

pensionable terms to fill an established post in the Estimates of the University.

- xxi. **“Temporary Employee”** means an employee who is appointed temporarily on the authority of the Vice-Chancellor and on non-pensionable yearly term as may be stated in his Letter of Appointment.
- xxii. **“Academic Staff”** means all persons holding appointment as members of the teaching and/or research staff of the University, and whose primary duty is teaching and/or research and any such other duties as Senate may from time to time determine.
- xxiii. **“Non-Teaching Staff”** means persons holding appointments other than those indicated in 1.4 (xxii) above.
- xxiv. **“Board/Committee”** means a deliberative body with membership and terms of reference set up by the University and approved either by Council, Senate, Administration or on their behalf.
- xxv. **“Division/Section”** means any functional component within any Administrative or Technical Department in the University.
- xxvi. **“Child”** means the off-spring of a member of staff, a step child or a legally adopted child who is unmarried, not in any gainful employment and wholly dependent on the member of staff concerned and not over the age of eighteen (18) years.
- xxvii. **“Family”** means staff member, spouse and four (4) children aged less than eighteen (18) years.
- xxviii. **“Date of Appointment”** means the date on which an employee assumes duty with the University.
- xxix. **“Incremental Date”** means the date (1st October) on which an employee's salary is increased.
- xxx. **“Leave Year”** means the period between 1st January and 31st December of the same year.
- xxxi. **“Promotion”** means advancement of staff from one scale to another other than the review or by direct appointment and shall be effective from 1st October of the year.
- xxxii. **“Re-grading”** means the review or the adjustment of salary grade or position of a member of staff.
- xxxiii. **“Session or Academic Year”** means the period of twelve (12) months, which normally begins on 1st October and ends on 30th September of the following year.
- xxxiv. **“Semester”** means part of an academic year usually lasting fifteen (15) to eighteen (18) weeks.

xxxv. **“Labour Code”** means the Labour Code of the Federal Republic of Nigeria and includes all the labour legislations in force in Nigeria.

xxxvi. **“Withdrawal of Service”** means the termination of an employee's service at his own option after serving for five (5) years or more but less than ten (10) years.

xxxvii. **“Resignation”** means the termination of an employee's services at his own option.

xxxviii. **“Termination”** means the cessation of an employee's service by the University Authority.

xxxix. **“Retiring Age”** means the retiring age of seventy (70) years for Professors and sixty-five (65) years for other Academic and Non-Teaching Staff.

xi. Acts of Misconduct

Misconduct means any act that is prejudicial to the good discipline and proper administration of the University. In addition, misconduct includes specific acts of wrong doing or an improper behaviour, which is inimical to the image of the University and which can be investigated and proved. Without prejudice to the definition, such act of misconduct includes:

- a) Absence from duty without lawful excuse;
- b) Refusal to carry out lawful directives;
- c) Negligence of duty;
- d) False claims against the University;
- e) Financial embarrassment;
- f) Unauthorized disclosure of office information;
- g) Unruly behavior;
- h) Dishonesty;
- i) Drunkenness;
- j) Insubordination;
- k) Committing any acts inconsistent with the proper performance of the duties for which the member of staff was employed;
- l) Refusal to proceed on transfer or accept posting;
- m) Habitual lateness to work;
- n) Deliberate delay in carrying out official duties;
- o) Failure to keep records;
- p) Sleeping on duty;
- q) Improper dressing on duty;
- r) Hawking of merchandise in official premises;
- s) Malingering;
- t) Discourteous behaviour in public;
- u) Failure to exhaust internal mechanisms in seeking redress.

xii. Serious-Misconduct

Serious-misconduct is a specific act of very serious wrong doing and improper behaviour, which is inimical to the image of the University and which can be investigated and if proven, may lead to dismissal. Without prejudice to the definition, such acts of serious-misconduct include:

- a) Conviction on a criminal offence;
- b) Withholding of files;
- c) Absence from duty without leave;
- d) Bankruptcy/Serious financial embarrassment;
- e) Action prejudicial to the security of the State;
- f) Holding more than one full-time paid job;
- g) Taking up any appointment without an approval;
- h) Divided loyalty;
- i) Sabotage;
- j) Willful damage of public property;
- k) Sexual harassment;
- l) Any other act unbecoming of public officer;
- m) Plagiarism;
- n) Bribery;
- o) Corruption;
- p) Embezzlement;
- q) Misappropriation;
- r) Fraud;
- s) Infringement of University copyright ownership;
- t) Examination malpractice;
- u) Committing any other act which is inconsistent with the proper performance of the duties for which the member of staff was employed;
- v) Falsification of record or account;
- w) Cultism;
- x) Cybercrime.

xlii. “**Suspension**” means the temporary cessation of the service of a member of staff following an alleged act of misconduct.

xliii. “**Interdiction**” means an order forbidding a member of staff facing criminal charges from attendance at his duty post until such charges have been disposed of.

xliv. “**Dismissal**” means the removal of an employee from the service of the University as a result of misconduct.

xlv. “**Public Service**” means any service or employment recognized as such by the University Council, including authorities and employment:

1. Listed in Regulation 8 of the Pensions Regulation to the Pensions Act of 1958, Cap. 147 of 1958, subject to the implications of the new Pensions Act.
2. Already declared "**Approved Services**" under the Pensions Act Cap 147 of 1958, subject to the provisions of the new Pensions Reform Act 2004 No.2,

LFN (as amended).

(b) **“Transfer Value”** means the amount paid and accepted in complete discharge of Pensions liability in respect of a member of staff at the time of his transfer to or from a public service, subject to the provisions of the new Pensions Act.

(c) **"Final Salary"** means the basic salary, including allowances being paid to the member of staff for housing, transport, meal subsidy, utility, entertainment, domestic servants etc to entitled staff at the date of his retirement.

SECTION TWO

APPOINTMENTS AND PROMOTIONS

2.0 APPOINTMENTS

2.1 Requirement for Appointment

- a. All officers' cadre where the requirement is a university degree shall not be filled with any candidate possessing a degree below the class of second class lower.
- b. All applicants seeking appointment shall not be younger than 18 years and not older than 50 years in accordance with public service rule.
- c. Possess such minimum qualification as may be specified from time to time including computer literacy

2.2 Procedure for Appointments

i. Vacancies

Vacancies in the establishment of any department shall normally be filled either by promotion from among serving staff of the University or by appointment after due advertisement and interview. Any departure from this norm shall be subject to the approval of Council.

ii. Notification of Vacancies

All vacant posts which are to be filled by advertisement shall be published in such a manner as to ensure adequate publicity both within and outside the University.

iii. Date and Content of Advertisements

Advertisement of vacancies shall be done by the Registrar, preferably during the period November/December so as to enable recruitment and appointment to the vacancies to be completed by the month of April following the announcement. The advertisement shall specify all such conditions, experience, qualifications, etc. as are requisite for the vacant posts, and the manner of application.

iv. Processing of Applications

The Registrar shall forward a copy of every application in response to an advertisement to the Head of the Department concerned within two (2) weeks; he/she shall also acknowledge same promptly. Each applicant short-listed is to be notified by the Registrar after the closing date.

v. Short-Listing

The short-listing of all applications shall be done by the Head of the Department after appropriate consultation with members of his staff and the Dean and then be routed through the Dean to the Registrar, provided that, in the case of Professorial Posts in a teaching unit of the University which has no Professor, the Dean shall do the short-listing; but where the Dean is himself not a Professor, the short-listing shall be done by the Provost in respect of the Faculty/College and in other cases by the Vice-Chancellor. The Vice-Chancellor shall approve the short-list of candidates for the post of Reader or Professor as well as short-list for Administrative, Technical and Professional posts of equivalent salary grades, before candidates are invited for an interview.

vi. **Appointments**

- (a) Appointments are made by the Council on the recommendation of the Appointments and Promotions Committees (Academic and Non-Teaching).
- (b) Letters of Appointment are issued by the Registrar and Secretary to Council or an authorized member of the University Administration acting on his/her behalf, to whom a letter of acceptance shall be sent within one month.

2.3 Date of Commencement of Appointment

An appointment commences from the date an employee assumes duty, which is accordingly confirmed by the Head of Department.

2.4 Declaration of Age

Every member of staff of the University is obliged to disclose his true age by means of a birth certificate or other acceptable means on first appointment. No alteration is permitted thereafter.

2.5 Medical Examination

Appointment to an established post is subject to the submission by the new appointee of a Certificate of Fitness duly signed by the Director of Health Services of the University or a fully registered Medical Practitioner in a Government or University Teaching Hospital, subject to the approval of the Director of Health Services.

2.6 Tenure Appointment

- (a) Tenure appointment shall, for the purposes of these Regulations, be defined in the following terms:
 - i. members of staff shall be on probation for two (2) years upon employment. If confirmed at the end of this period, the appointment shall become a Tenure Appointment until the age of seventy (70) years for Professors and sixty-five (65) years for other Academic and Non-Teaching staff.
 - ii. The appointment of a new employee shall after two (2) years of satisfactory services be confirmed.
- (b) If a member of staff is absent on Study Fellowship/Study Leave for part or all of the probation period of two (2) years, he shall not be eligible for consideration of confirmation to a tenure appointment until the study fellowship/study leave has been successfully completed and a period of not less than one year has been spent on the post at the University. The Vice-Chancellor may in certain circumstances give a waiver to the provision of this clause.
- (c) Confirmation of tenure status shall be determined by the relevant Appointments and Promotions Committee and reported to Council.
- (d) Notwithstanding the provisions of this section, Council may, at its discretion, appoint directly to a Tenure Post if it is considered desirable to do so. Such cases may normally be considered where the applicant already held a tenure appointment at the professional or its equivalent level in another institution of

higher learning. An employee whose application for transfer of service has been accepted may be deemed to have been confirmed in his previous place of work.

2.7 Other types of Appointment

2.7.1 Temporary Appointments

- (a) The Vice-Chancellor shall have power to make temporary appointments, if considered necessary, for periods up to one (1) year and report to Council thereafter but all such temporary appointments shall be formalized before the end of the academic year. The terms and conditions of such temporary appointments shall be specified in the letter of appointment.
- (b) A period of Temporary Appointment in an established post shall count as part of the period of probation for purposes of confirmation of appointment, if immediately followed by a tenure appointment.
- (c) Staff on Temporary Appointment shall not be eligible for promotion, re-grading/sponsorship, without regularization of the appointment.

2.7.2 Adjunct Appointment

It is usually offered to scholars who reside outside Nigeria, and for durations of about a month or two in a year. Qualified experts from industry may also be appointed as adjunct staff. It may be one off, or recurring each year. The appointee shall normally be paid an emolument as obtainable in relevant government policy documents as they relate to the university system and will not be entitled to the usual allowances of a permanent staff

ELIGIBILITY AND CONDITIONS

- i. Academics domiciled abroad (Nigerians or non-Nigerians) can be appointed as adjunct staff. Such appointments are usually for a short period of a month or two per session.
- ii. The University may bear the costs of transport of foreign adjunct staff and provide them with accommodation while in Nigeria. Stipends may also be paid in accordance with agreement reached by the two parties.
- iii. A person who is not below the rank of a Senior Lecturer or its equivalent may be appointed as an adjunct staff for a definite period during which he may be required to render academic or other assistance in an area deemed necessary as stipulated in the Letter of Appointment. This appointment does not carry the full weight of responsibility as permanent or tenure appointment.
- iv. In exceptional circumstances, qualified experts from outside academia may be appointed as adjunct staff. However, no such expert shall be appointed as an Adjunct Professor or Associate Professor unless he/she has attained such position while serving as an academic staff of a recognized University.
- v. Where an expert from industry is appointed as an adjunct lecturer, he/she shall be

paid stipend for the period of service as agreed upon between the two parties. However, the stipend shall not be more than 50% of remuneration of the corresponding full-time position. Thus, the remuneration of an industry expert appointed as an adjunct senior lecturer shall not be higher than 50% of the salary of a senior lecturer.

- vi. The salaries, allowances and other expenses in respect of staff on adjunct appointment shall be paid by the University.

2.7.3 Part-Time Appointment

For Part-Time Appointments, the following procedure and conditions shall apply:

- a) The Head of Department shall, after consultation with the Departmental Board, recommend a candidate or candidates through the Dean to the Vice-Chancellor for specific part-time appointments. Each case shall be supported by up-to-date Curriculum Vitae of the candidate.
- b) The Dean shall satisfy himself that the candidate is “*prima facie*” qualified to participate in teaching or allied programmes of the Faculty.
- c) The decision of the Dean, together with the Curriculum Vitae of the candidate and the recommendation of the Head of Department, shall be forwarded to the Vice-Chancellor with the request that an appointment be made.
- d) For Non-Teaching positions, Part-Time Appointments shall be through the Registrar who shall thereafter make a recommendation to the Vice-Chancellor for approval. Such approvals shall be reported to the next meeting of Appointments and Promotions Committee for ratification, or otherwise.
- e) Persons holding Part-Time Appointments are not regarded as staff of the University within the terms of these Regulations. The terms and conditions of such appointments shall be specified in the Letter of Appointment.
- f) The rates of emoluments for Part-Time staff shall be as determined by the University from time to time.
- g) The hourly duties for which these emoluments shall be paid shall include instructional duties and grading of examination papers. The Head of Department shall certify the claim submitted by Part-Time Officers which shall be endorsed by the Dean of Faculty/Director of the Institute concerned before being processed for payment.

ELIGIBILITY

- i. Only academic staff with PhD and who have attained the rank of senior lecturer or higher qualify for visiting or part-time appointment. However, medical fellowship suffices for PhD for those in clinical areas.
- ii. The visiting position offered to a staff member shall be the same as his/her position at his/her place of primary employment. Thus, a Senior Lecturer at University A shall not be appointed as a Visiting Associate Professor or Professor

- at University B.
- iii. A staff member shall not serve as a visiting or part-time lecturer in more than one university; nor shall a staff member on sabbatical appointment serve as a visiting lecturer at the same time. Thus, the maximum number of universities a staff member shall serve at any given time is two – the primary place of work, plus the place of sabbatical leave or one University as a Visiting Lecturer.
 - iv. A Visiting Lecturer shall be paid an allowance not more than 50% of his/her salary and allowances at his/her mother University.
 - v. The salaries and allowances of staff on visiting or part-time appointment shall be drawn from the University's personnel cost provision.

2.7.4 Contract Appointments

- a. A contract appointment is an appointment for a definite period indicated in the formal documents of agreement.
- b. A staff appointed on contract would be placed on a grade level below his retirement grade level.
- c. A contract appointment will end, unless earlier terminated by either party, on the day before the anniversary of the date of its commencement, but by mutual agreement the period may be extended or reduced.
- d. It is advisable, in cases where renewal of contract is desired, that staff should seek renewal at least four (4) months before the expiry year through his Head of Department and Registrar for submission to the relevant University Appointments and Promotions Committee.
- e. An academic staff who does not propose to renew his contract may also seek for an adjustment of the contract period so that it will end on a mutually acceptable date. In particular circumstances, this may also apply to Non-Teaching staff. Request for adjustments of up to three (3) months may be made through the Registrar for the Vice-Chancellor's approval while adjustments exceeding three (3) months require the approval of the appropriate Appointments and Promotions Committee.
- f. Contract appointments shall be for two (2) years duration for Non-Teaching Staff and Two (2) years for Academic Staff and may be renewable not more than once in each case.
- g. Academic expatriate on contract may be eligible for promotion during their contract period.
- h. Expatriates on contract appointments are paid a contract addition equal to 10% of monthly basic salary, as applicable, paid monthly with salaries. They are eligible for a gratuity of 15% of basic annual salary, payable on satisfactory completion of the contract at the end of any contract period or the staff member's final departure date. If a staff member for whom a gratuity has been approved should consequently fail to complete his contract satisfactorily, the University reserves the right to withhold the gratuity from him.

- i. Contract addition and gratuity are not payable to any person to whom section 13(2) of the Pension Act, 1979, applies, i.e. who is eligible for a pension under the Act following his retirement from any public service other than retirement on the grounds of ill-health or abolition of office.

2.7.5 Appointment of Visiting Scholars/Professors

Short-term appointments as Visiting Scholar shall be made by the Vice-Chancellor for a period up to one (1) year, and by the Appointments and Promotions Committee for a period of up to two (2) years.

Visiting appointments will be reserved for academic staff not below the rank of Senior Lecturer.

Other conditions for visiting appointments will be determined by Management.

2.8 Secondment

- (a) This provision applies when any of the Public Services of the Federation formally requests the University to release an individual to it for a stipulated period, normally for not more than two (2) years in the first instance renewable for not more than once. During this period, the applicant will be required to elect to be permanently released to the service of the institution/body to which he had been seconded or revert to his former post. This is in line with Section 5, paragraph 020501 and 020502 of Public Service Rules (PSR) 2006.
- (b) A staff who desires renewal of his secondment shall apply three (3) months to the expiration of the initial secondment.
- (c) During the period of secondment, the body to which the staff member is seconded will be responsible for the payment of the staff member's salary and allowances, as may be mutually agreed. He will also continue to service all his obligations with the University, such as monthly repayments of all loans from the University through his new employer, who will undertake at the outset to collect the same on behalf of the University and remit same to the University.
- (d) Staff on Secondment may be granted notional increment and promotion based on the criteria of the University for promotion, using inputs from the duty post of the staff during the Secondment.
- (e) Secondment shall always be subject to approval by the appropriate Appointments and Promotions Committee and ratification by the Council.
- (f) The staff on secondment shall return at the end of the approved period, failure upon which the staff shall be deemed to have withdrawn his/her services from the University.
- (g) On assumption of duty after secondment, a staff will be required to serve the University for the same number of years spent on secondment before being eligible for another secondment.

2.9 Leave of Absence

- (a) Leave of absence may be granted to a staff member for a period of not more than five (5) years to take up a public appointment or an endowed chair in another University.
- (b) During the period of leave of absence, the staff shall not be entitled to salary, promotion and annual increment.
- (c) The staff shall continue to service all his/her obligations with the University, such as monthly repayments of all loans from the University through his new employer, who will undertake at the outset to collect the same on behalf of the University and remit same to the University.
- (d) The staff on leave of absence shall return at the end of the approved period of leave, failure upon which the staff shall be deemed to have withdrawn his/her services from the University.

2.10 Transfer of Service

- (a) Transfer of Service between the University and other organizations in the Nigerian Public Service only, shall be permitted on the mutual agreement of the former employer and the new employer. When a member of staff wishes to go to another public service on transfer, he shall first apply through his Head of Department to the Registrar. If the University is willing to release the staff member on transfer, the Registrar will write to the prospective employer asking if they are willing to take the staff member on transfer. If this is agreed, the staff member shall be informed, and a record of his service will be forwarded to the new employer.
- (b) Members of staff on permanent appointments can transfer their service to and from other pensionable appointments within the public sector services of Nigeria under the following conditions:
 - i. The appointment of a member of staff has been confirmed;
 - ii. The member of staff gives the University at least 3 months' notice to the effective date of transfer.
 - iii. The member of staff has made an acceptable arrangement to clear any outstanding indebtedness to the University.
- (c) A staff with a pending disciplinary case shall not be released on transfer of service until the disciplinary case is disposed of.
- (d) Staff applying for transfer of service to the University should attach evidence of confirmation of appointment from former employer.
- (e) Transfer of service from private organizations/institutions to the University will not be accepted.
- (f) Transfer of service from scheduled services shall be construed as ensuring the continuity of service of the officer concerned which in turn, shall affect his gratuity and pension entitlement.

- (g) An officer transferring his service shall require the new employers to seek his transfer from his last employers.
- (h) Request for record of service may be initiated not less than six months after leaving the service of the former employer.

2.11 Disqualification for Appointment

- (a) No person shall be eligible for appointment to a post in the University who has:
 - i. Been found guilty of a criminal offence;
 - ii. Been dismissed or had his appointment terminated on the grounds of misconduct or inefficiency from any post in the University or other public service; or;
 - iii. Been known to have made false statements in any way, particularly when applying for a post.
- (b) Where an employee is found to have deliberately concealed such information from the University, he shall be liable to summary dismissal.
- (c) An employee whose appointment in the University has been terminated on grounds of misconduct shall not be re-appointed to the service of the University.

2.12 Appointments Outside the University

- (a) Unless otherwise stated, all appointments are full-time and no member of staff shall engage in full time employment or work with or for any person(s) and/or organization(s) other than the University without the written approval of the Vice-Chancellor.
- (b) With the approval of the Vice-Chancellor, an academic staff not below the rank of Senior Lecturer may be permitted to engage in part-time or visiting appointment in another higher institution. The Lecturer shall normally apply to the Vice-Chancellor through the Head of Department and Dean. However, not more than two of any such appointments may be approved at any given time in a department.
- (c) A member of staff who violates the above provisions shall be liable to termination of his appointment.
- (d) A charge may be made for the services rendered and/or for the use of University equipment or materials for work undertaken for an outside body.

2.13 Confirmation of Appointments

- a. All permanent and pensionable appointments shall be confirmed after the first two (2) years except in cases of transfer of service or where Council agrees to different terms.

- b. Where a staff member is on Study Fellowship for part or all of the two years from the commencement of his appointment, he shall not be eligible for confirmation of appointment until he has successfully completed the Study Fellowship and a total of at least two years in post at the University.
- c. Recommendation for confirmation of appointment shall come from the Head of Department, through the Registrar, to the Appointments and Promotions Committee (A&PC) for the approval of the University Governing Council.
- d. Where appointment is not confirmed for a good cause, it shall be terminated forthwith by giving three months' notice or three months' salary in lieu of notice.
- e. Where appointment is confirmed, it shall continue to subsist to the retirement age of 70 years for academic staff of professorial rank. All other staff shall retire at the age of 65 years.

2.14 Central Appointment and Promotion Committee (CA&PC)

- (a) There is a Central Appointments and Promotions Committee for Senior Staff, charged with the responsibility for Appointments and Promotions of Senior Staff of the University. The membership of this Committee is as follows:
 - i. The Vice-Chancellor as Chairman
 - ii. Deputy Vice-Chancellor (Academic)
 - iii. Deputy Vice-Chancellor (Admin.)
 - iv. Deans of Faculties
 - v. The Bursar
 - vi. The University Librarian
 - vii. The Registrar
 - viii. The Deputy Registrar, Human Resource shall serve as Secretary.

(b) Terms of Reference

The Terms of Reference of the Committee shall be to:

- i. Determine and inform Council on general criteria for the appointments and promotions or incremental credit for all senior staff;
- ii. Appoint all senior staff to established posts and to promote staff for outstanding achievements and meritorious service;
- iii. Co-opt Professors or other Officers of that grade as may be necessary to serve as assessors of the contributions of all senior staff that are *prima facie* qualified to be considered for promotion or appointment as Readers and Professors;
- iv. Through the Vice-Chancellor, report appointments, promotions, confirmations or extension of appointments made by the Committee to the next regular meeting of Council and also such other matters as may be deemed necessary to Council for necessary action;
- v. Consider the points in the appropriate salary grade level at which members

of senior staff shall be placed on first appointment or on promotion in accordance with the regulations made from time to time by Council;

- vi. Consider the confirmation or extension of appointments of members of the senior staff on the expiry of their initial periods of appointments and to recommend to Council whether or not the appointments be confirmed to retiring age or extended for specific periods; and,
- vii. Advise Council on any other matters relating to the Committee's Terms of Reference.

Note: There is a Council Standing Committee on Appointments and Promotions for Senior Staff of the University.

(c) Quorum

The quorum of the Committee shall be one-third, one (1) of whom must be an External Member of Council.

- (i) The Vice-Chancellor, or in his absence, the Deputy Vice-Chancellor (Admin.) shall be Chairman of the Committee. In the absence of both the Vice-Chancellor and the Deputy Vice-Chancellor, the Committee shall elect one of its members present as Chairman for the meeting. The Registrar shall designate the Officer in-charge of the Human Resources Division to serve as Secretary.
- (ii) The Head of Department concerned or the person deputizing for him when business relating to his Department is being considered.

2.15 PROMOTIONS

2.15.1 Appraisal and Promotions of Academic Staff

(a) Time for Appraisals

About March each year, Heads of Departments will initiate action so that Academic Staff can be appraised and recommendations on promotions can be submitted to the Appointments and Promotions Committee in May. The approved promotions shall take effect from the next 1st October.

(b) Staff to be Appraised

The categories of academic staff that fall under this cadre are:

- i. Teaching
- ii. Research Fellows
- iii. Academic Librarians

(c) Appraisal

Appraisals shall be made from the records of all staff in this cadre who should have completed one (1) year of service from October of the Appraisal year.

Contract Staff shall be covered in the annual appraisals under this cadre.

2.15.2 Basis for Promotion

(a) Qualifying Period to be Considered

Promotion shall normally be considered after staff must have spent at least three (3) years since first appointment or last promotion in the University by the next 1st October, subject to any modification in the annual call circular, which will state the cut-off date. This is, however, the minimum period for staff whose performance is above average.

(b) Promotions and Vacancies

Promotions are normally subject to vacancies at the higher levels. When preparing their personnel estimates proposals for the coming year, Heads of Departments are expected to allow for all possible promotions. However, if the budgetary provisions have not covered a post to which promotion on other grounds may be recommended, the Head of Department concerned may make a supplementary recommendation to the Registrar for an adjustment of grade level within the total number of posts already provisionally agreed for the cadre concerned (virement). It must be noted that:

- i. If the provision in the estimates is not finally approved, it may not be possible to make the promotion;
- ii. The approval of any post does not guarantee promotion to that post;
- iii. At the higher level of any cadre, the number of posts established must be based on the duty positions in the Department concerned and the need to maintain a balance between grade levels. Where necessary, promotion may have to be by selection among those staff eligible for consideration.

(c) Graduate Assistants and Staff on Study Fellowship

Re-grading from Graduate Assistant to Assistant Lecturer may be considered, as a separate exercise when the staff member has returned from Study Fellowship to resume duty and has produced satisfactory evidence of having completed the requirements for a Master degree. The re-grading will become effective only on the confirmation of the award of the degree, but will then take effect from the date the staff member resumed duty. The same condition is applicable to Assistant Lecturers on acquiring a Doctorate degree.

2.16 Appraisal Procedure

Deans of Faculties in conjunction with Heads of Departments, Directors of Institutes and the University Librarian are requested to take steps as set out below to make assessments and present their recommendations for consideration in the first instance by the appropriate Appraisals Panel constituted as follows:

I. Faculty/Department Appraisal Committee

a) Departmental Appraisal Committee

- i. Head of Department (Chairman).
- ii. Senior Lecturers and above.
- iii. In Attendance

- a) Establishment Officer;
- b) Secretary-Faculty Officer.

b) Faculty Appraisal Committee

- i. The Dean (Chairman);
- ii. All Heads of Departments of the Faculty;
- iii. All Professors of the Faculty;
- iv. Two (2) members elected by the Faculty Board not below the rank of Senior Lecturer.

II. A member should withdraw when promotions to ranks above his own are to be considered.

III. Quorum:

The Quorum for each Appraisal Committee meeting shall be 50% of the membership.

In case, a Faculty/Institute is not able to constitute an adequate panel to appraise staff at higher levels, a special panel shall be constituted by the Vice-Chancellor on behalf of the Appointments and Promotions Committee. The Deputy Registrar, Human Resource shall be in attendance.

IV. Director Human, Human Resource

The dates for the Appraisal Committee meetings shall be fixed in consultation with the Deputy Registrar, Human Resource to enable him attend all such meetings. The reports of the Appraisals Committees shall be sent to the Registrar.

V. Appraisal Forms

The format of the current Curriculum Vitae to be submitted by each member of the Academic Staff and the Annual Appraisal forms to be used shall be circulated with the Annual Call circular.

2.17 Further Action by the Registrar, Dean, Director and University Librarian

Notification of Decision

i. When Appointments and Promotions Committee has considered the cases, the Registrar shall communicate to members of Staff after approval by Council.

For Professors/Readers, the Appointments/Promotions shall be based on two (2) positive reports from external assessors. A report is then made to the Council for ratification.

ii. Decisions upholding an Appraisal Panel's recommendation not to promote a staff member who is eligible for consideration, or not to accept a recommendation for promotion, shall be communicated to the Registrar and Secretary to Council. The latter shall then inform the staff member who has not been recommended for promotion in writing concerning the decision. The Registrar and Secretary to Council must inform a staff member of any adverse assessments made on him, if this has not been done earlier.

i. If, in the opinion of the Appointments and Promotions Committee the results of the assessment on a staff are so adverse as to necessitate a

disciplinary action, the Appointments and Promotions Committee shall recommend that appropriate disciplinary action be taken.

2.18 Appraisal and Promotions of Administrative, Professional and Technical Staff

(a) Time for Appraisals

The process for appraisal of staff should commence in March each year by the Heads of Departments/Units so that the A and PC can, by May, consider all recommendations for the annual promotions against the month of October of the appraisal year. The appraisal exercise shall not, however, be limited to considering promotions, but shall include determining whether some staff should be commended, warned or considered for further training.

(b) Staff to be appraised

All Administrative, Professional and Technical staff on permanent appointment are to be appraised annually, using the guidelines, and the format that are developed and approved. The criteria are also to be used in the appraisal and promotions of the Executive Cadre within the Administrative and Bursary Departments. Staff in the Executive Cadre with the service Departments, Faculties and Institutes are also to be appraised in accordance with the Guidelines and the appraisal format.

2.19 Residency Requirement

All Administrative, Professional and Technical staffs, including the Executive Cadre afore-mentioned are to be appraised annually, but the minimum period required for consideration of normal promotion is three (3) years.

2.20 Appraisal Committee

Each Faculty, Institute and Service Departments shall set up an appraisal panel for the purposes of appraising all its Administrative, Professional, Technical and Executive staff. The size of the panel shall vary depending on the Faculty, Institute or Service Department. The Secretary to the panel shall be the Faculty Officer. In the Registry, Bursary, Health Services, Library and Works and Services Department, the Secretary shall be appointed by the respective Heads of Department. Two (2) members from other Departments not below CONTISS 13 shall be members of the Appraisal Committee. The Deputy Registrar, Human Resource should always be in attendance at all Appraisal Committee meetings. The Faculty, and Service Departments are to submit a list of membership of the Appraisal Committee to the Vice-Chancellor for his consideration and approval.

(a) Quorum

The quorum for each Appraisal Committee meeting shall be 75% of the membership.

(b) Appraisal Format

Every staff is to complete the Annual Appraisal Form annually, and submit it to the Head of Department, through his supervisor or Head of Division/Unit for comments and recommendations to the Appraisal Committee.

2.21 Confidentiality of Proceedings

The recommendations at all stages during the Annual Appraisal Exercise shall be treated as strictly confidential and no disclosure shall be made until a decision is taken, and communicated to the staff member concerned by the Registrar or his representative. At no stage shall the views expressed by any individual taking part in the Appraisal and even at the A and PC level, be disclosed to any person not taking part.

2.22 Annual Appraisal Forms

The approved personal data form is to be completed by individual staff members. Information required will, among other things, cover perceived strengths and weaknesses on the job of the staff. This is the only section to be completed by a staff.

2.23 Petition

A member of staff aggrieved by a decision concerning his appraisal/promotion or non-promotion may submit a petition through his Head of Department, through the Chairman of the relevant Appraisal Committee to the Appointments and Promotions Committee for its consideration.

2.24 Withdrawal of Appointment by the Employee

(a) Professorial Staff

A Professor shall not withdraw his appointment except at the end of that particular academic session, after having given to the University six (6) months' notice in writing of his intention to do so, or after paying six (6) months' salary in lieu of notice.

(b) Other Senior Staff

A member of academic staff below the rank of a Professor shall not terminate his appointment other than the end of academic session. The staff is required to give the University three (3) months' notice in writing of his intention to do so or after paying three (3) months' salary in lieu of notice.

A member of staff who is a Non-Teaching staff and on salary grade below CONTISS 15 may terminate his appointment at any time after having given three (3) months' notice in writing of his intention to do so or paying three (3) months' salary in lieu of notice.

The resignation of appointment of Principal Officers shall follow the appropriate provisions of the University Law.

(c) Temporary Appointments

Notwithstanding the above provisions, a temporary appointment may be terminated at any time by either party by one (1) months' notice given in writing or payment of one (1) month's salary in lieu of notice.

(d) Notification Process

Due notice in all cases shall be in writing, addressed to the Registrar through the Dean/Director and Head of Department/Unit and shall be given so as to

expire normally at the end of the academic year for academic staff as specified above. The Registrar shall communicate the same to the Vice-Chancellor who shall decide where appropriate on behalf of Council.

- i. The Registrar, shall, thereafter, inform the member of staff in writing of the acceptance or rejection of notice of termination.
- ii. A member of staff who resigns his appointment other than as provided in these Regulations or in the terms of his contract of employment shall not be entitled to any leave or travel expenses, or terminal benefits, including repatriation.
- iii. All cases of termination of appointment shall be reported to the Appointments and Promotions Committee and Council.
- iv. All newly employed staff who resigned after spending less than six months shall be made to refund relevant allowances including first twenty eight (28) days allowance received in lieu of accommodation.

2.25 Conversion from Non-Teaching by the Employee

A Non-Teaching staff may apply for conversion to a Teaching (Academic) staff where the need arises. Such application shall be made through the Registrar to the Chairman of Appointments and Promotions Committee and shall satisfy all the requirements for the appointment of academic staff. Successful staff shall be placed appropriately based on qualifications and experience, and the salary shall be made personal.

2.26 Conversion from Teaching to Non-Teaching Staff

A Teaching (Academic) staff may apply for conversion to a Non-Teaching staff where the need arises. Such application shall be made through the Registrar to the Chairman of Appointments and Promotions Committee and shall satisfy all the requirements for the appointments of Administrative and Technical staff. Successful staff shall be placed appropriately based on qualifications and experience, and the salary shall be made personal.

SECTION THREE

DISCIPLINARY MATTERS

3.0 GENERAL

All members of staff shall be disciplined and of good character. Disciplinary action shall be taken against any staff who commits an act of misconduct.

3.0 Acts of Misconduct

Misconduct means any act that is prejudicial to the good discipline and proper administration of the University. In addition, misconduct includes specific acts of wrong doing or an improper behaviour, which is inimical to the image of the University and which can be investigated and proved. Without prejudice to the definition, such act of misconduct includes:

- a) Absence from duty without lawful excuse;
- b) Refusal to carry out lawful directives;
- c) Negligence of duty;
- d) False claims against the University;
- e) Financial embarrassment;
- f) Unauthorized disclosure of office information;
- g) Unruly behavior;
- h) Dishonesty;
- i) Drunkenness;
- j) Insubordination;
- k) Committing any acts inconsistent with the proper performance of the duties for which the member of staff was employed;
- l) Refusal to proceed on transfer or accept posting;
- m) Habitual lateness to work;
- n) Deliberate delay in carrying out official duties;
- o) Failure to keep records;
- p) Sleeping on duty;
- q) Improper dressing on duty;
- r) Hawking of merchandise in official premises;
- s) Malingering;
- t) Discourteous behaviour in public;
- u) Failure to exhaust internal mechanisms in seeking redress.

3.1 Serious Misconduct

Serious misconduct is a specific act of very serious wrong doing and improper behaviour, which is inimical to the image of the University and which can be investigated and if proven, may lead to dismissal. Without prejudice to the definition, such acts of serious misconduct include:

- a) Conviction on a criminal offence;
- b) Withholding of files;

- c) Absence from duty without leave;
- d) Bankruptcy/Serious financial embarrassment;
- e) Action prejudicial to the security of the State;
- f) Holding more than one full-time paid job;
- g) Taking up any appointment without an approval;
- h) Divided loyalty;
- i) Sabotage;
- j) Willful damage of public property;
- k) Sexual harassment;
- l) Any other act unbecoming of public officer;
- m) Plagiarism;
- n) Bribery;
- o) Corruption;
- p) Embezzlement;
- q) Misappropriation;
- r) Fraud;
- s) Infringement of University copyright ownership;
- t) Examination malpractice;
- u) Committing any other act which is inconsistent with the proper performance of the duties for which the member of staff was employed;
- v) Falsification of record or account;
- w) Cultism;
- x) Cybercrime.

3.2 Disciplinary Procedure

- i) As soon as a superior officer becomes dissatisfied with the behaviour of any officer subordinate to him, it shall be the duty of the superior officer to inform the officer in writing, giving details of unsatisfactory behaviour and to call upon the staff member to submit within a specific period, such written presentation as he (staff member) may wish to make to exculpate himself from disciplinary action.
- ii) Where such superior officer is not satisfied with the written representation of the staff member, he shall refer the matter to the Vice-Chancellor who shall, where he deems fit, direct the Registrar to commence disciplinary proceedings against the staff member.
- iii) The Vice-Chancellor shall ensure that proper and fair opportunity is given to the staff member to respond to the case instituted against him.
- iv) Where the Vice-Chancellor considers that a proper case of misconduct has been made against the staff member, he shall, on the strength of the case, refer the matter to the Senior Staff Disciplinary Committee for appropriate disciplinary measure in accordance with the University Statutes.

- v) The ultimate penalty for serious-misconduct is dismissal. The dismissal shall be effective from the date on which he is notified thereof.
- vi) Any disciplinary proceedings against a female staff which might otherwise have been taken during the period of her maternity leave shall be postponed until the leave has expired. Such postponement, however, shall not in any way prejudice the proceedings against her.

3.2.1 Right of Petition/Appeal

Any employee dissatisfied with a disciplinary action taken against him under these regulations, shall have a right of petition/appeal to the University Council, through the Registrar. This right of petition/appeal does not carry with it a right of personal appearance before the Council. The decision of Council on such a petition/appeal shall be final.

Members of staff who are not satisfied with the foregoing processes/steps and are desirous of taking the matter to Court of law are required to inform the Vice-Chancellor and also give 30 days before taking any such action.

3.3 Types of Disciplinary Measures

- a) Drawing attention to short-comings;
- b) Issuance of query;
- c) Formal written warning;
- d) Interdiction;
- e) Suspension;
- f) Deferment of increment;
- g) Withholding of increment;
- h) Reduction of rank;
- i) Termination;
- j) Dismissal;
- k) Surcharge for loss or damage to University property;
- l) Any other sanction as may be prescribed by the Senior Staff Disciplinary Committee and approved by the Governing Council.

a) Drawing attention to shortcomings

It shall be the duty of every Head of Department/Unit as soon as he/she observes any fault or shortcoming in the work of a subordinate, to bring it to his notice and to record that such has been done, with a view to improving the officer's usefulness and efficiency.

b) Issuance of query

The officer shall be notified in writing, on the ground on which it is proposed to discipline him. The query should be precise and to the point and must relate to the

circumstance of the offence, the rule and regulation the officer has broken and the likely penalty. It must be specified, the period within which to respond, i.e. forty eight hours.

After considering such written representations as the officer may make within the specified time, the superior officer shall decide whether:

- i. The officer has exculpated himself, in which case he shall be so informed in writing and no further action shall be necessary; or
- ii. The officer has not exculpated himself, but it is considered that he should not be punished, in which case the appropriate formal letter of advice shall be issued to him, and he shall be required to acknowledge its receipt in writing; or
- iii. The officer has not exculpated himself and deserves some punishment.

c) Issuance of Formal written warning

An officer may be issued a query, if in the opinion of his Head of Department/Unit, his deposition is unsatisfactory. Where an officer was issued three queries and is unable to exculpate himself, he shall be issued a warning by the Registrar. Where a *prima-facie* case of serious-misconduct has been established, the staff shall be issued a warning on the directive of the Vice-Chancellor.

d) Deferment of increment

An increment may be deferred for not less than three months and not more than six months. A deferred increment may not be subsequently granted except with the approval of the Vice-Chancellor.

e) Withholding of increment

An employee's increment for a particular year may be withheld. A stopped increment shall not be granted retrospectively.

f) Reduction in rank

An employee found guilty of misconduct under these regulations may be reduced in rank. The effective date of reduction in rank shall be as approved by the Council.

g) Suspension

- (i) If, in the opinion of the Vice-Chancellor, a act of misconduct has been committed which is of a serious nature to warrant a drastic punishment, the staff shall be suspended from duty by the Vice-Chancellor and placed on half-pay;
- (ii) During the period of suspension, the staff shall be summoned before the Staff Disciplinary Committee as provided for in the Act.
- (iii) While on suspension, the staff shall not be allowed to leave the services of the University until the determination of the case.
- (iv) A staff who is suspended shall not carry out his duties or visit his place of work except with the express written permission of the Registrar. He shall

hand over all University property in his possession to his Head of Department/Unit.

- (v) If he is not found guilty in the proceedings on which he is being suspended, he will be reinstated in his post.
- (vi) If he is reinstated, he will receive his full pay for the period of the suspension.
- (vii) A staff shall not leave his station during the period of suspension without the written permission of the Registrar. If he however, violates this provision, he will render himself liable to dismissal.

h) Interdiction

- (i) A member of staff who has been charged with a criminal offence in a court of law or tribunal on a matter (other than a minor traffic or sanitation offence) whether or not connected with the University, shall be interdicted by the Vice-Chancellor who shall report to Council thereafter.
- (ii) The Registrar shall give a formal notice of interdiction to the member of staff concerned, stating the date from which the interdiction takes effect, the duration and the reasons for it.
- (iii) For as long as a member of staff is on interdiction, he shall cease to report for duty and shall receive only half of his salary.
- (iv) A member of staff who is on interdiction shall be required to handover the keys to his office and any equipment in his charge to his Head of Department/Unit or his representative. He shall be forbidden to carry on his normal duties to the University.
- (v) Where at the end of the proceedings the member of staff is not found guilty of the criminal charge(s) leveled against him, he shall immediately be reinstated and shall receive the balance of his emoluments from the date of his interdiction.
- (vi) Where at the end of the proceedings, the member of staff is found guilty of the criminal charge(s) leveled against him, he shall be dismissed with effect from the date of his conviction and shall forfeit the balance of his emoluments.

i) Termination

The University may for good cause, terminate the appointment of an employee in accordance with the relevant section of these regulations.

j) Dismissal

An employee guilty of serious-misconduct shall be dismissed by Council in accordance with the University Statutes. A staff member who is dismissed shall forfeit all claims to retiring benefits, leave or transport grant, etc.

k) Surcharge for loss of or damage to University property

If at any time the University sustains a loss by reason of neglect or fault of any employee, he shall be liable to make good the loss or damage up to the maximum cost as may be assessed by the University.

Additionally, he may be liable to any other sanctions prescribed by the Senior Staff Disciplinary Committee and approved by Council.

3.4 Recognition of Service to the University

Principal Officers

- i. Vice-Chancellor
- ii. Registrar
- iii. Bursar
- iv. Librarian

The above Principal Officers at the end of their tenure, are entitled to go with their official cars and furniture in their homes.

SECTION FOUR

SALARY SCALES AND ALLOWANCES

4.0 Salary Scales

Members of staff shall be paid salaries assigned to their respective posts in accordance with the prevailing University salary scales. The current salary grades and scales are as listed in the approved job list for Nigerian Universities and as may be determined by the Governing Council from time to time.

4.1 Placing on the Scale

- (a) The point on salary scale at which an appointee is placed at the time of appointment shall be determined on the basis of his qualifications, relevant experience, and academic standing, where applicable.
- (b) A member of staff promoted from one grade to another shall enter the higher scale at a point that gives him salary incremental step in his old scale.
- (c) A member of staff may qualify for annual increment on 1st October of every year until he reaches the maximum point of the salary scale subject to his having worked for the University for at least six (6) continuous months before that date.
- (d) An appointee may not qualify for annual increment if he is adversely reported upon during the period of twelve (12) months ending 30th September preceding the date of award of annual increments. An appointee so adversely reported upon, shall be informed and shall have the right of appeals to the Appointments and Promotions Committee.

4.2 Rates of Responsibility and Acting Allowances

(a) Responsibility Allowances

Staff of the University are expected to contribute towards the development of the University in various ways. Apart from Committee work, which such contribution may entail, staff may be appointed to undertake specific duties outside their normal duties. The responsibility allowances shall be determined from time to time by Council for special Incentives and Allowances.

- (b) The methods of appointment to these responsibility posts are specified in the relevant sections of the University Law.

(c) Acting Allowance

- i. A member of staff who is not a Dean/Director/Head of Department or Unit but appointed by the Vice-Chancellor to act in that capacity for at least three (3) months shall be paid an acting allowance at the appropriate rate during the period of acting.
- i. Where a Non-Teaching member of staff is appointed in an acting capacity to a position which attracts a basic salary higher than that of his

substantive post, he shall, where the higher post attracts a salary one grade level above his substantive post, draw an acting allowance equal to the difference between his substantive salary and the minimum salary of the post in which he is acting.

- iii. Where the Non-Teaching staff member is acting in a post which attracts a salary more than one salary grade level above his substantive rank, acting allowance shall be based on the minimum salary of the next grade level higher than that of his substantive rank, or he shall be paid 50 percent of the difference between his substantive salary and the minimum salary of the post in which he is acting, whichever is the higher.
- iv. All acting appointments shall be made by the Vice-Chancellor indicating where applicable the schedule of duties and the responsibilities of the office to which the acting appointment is being made.

4.3 Kilometre Allowance

- (a) A member of staff using his own motor vehicle or public transport on approved journeys made on University duty shall be paid allowance at the rate approved by Council from time to time.
- (b) No kilometre allowance shall be paid in respect of journeys from home/residence to place of work and back.

4.4 Travelling Allowance

A travelling allowance shall be paid in lieu of hotel bills to members of staff who travel on authorized University duties within Nigeria away from their normal place of work at rates to be determined from time to time by Council.

4.5 Travelling Outside Nigeria

For a member of staff who is required to travel outside Nigeria for University business authorized by the Vice-Chancellor, the approved estacode allowance shall be paid.

4.6 Warm Clothing Allowance

A warm clothing allowance is payable to a member of staff who is proceeding on University duty, study or training leave to a temperate country at University expense provided that this entitlement is payable not more than once every three (3) years.

4.7 Local Course Allowance

When an officer is sent on a course of instruction within Nigeria and outside his duty post and board and lodging are not provided by the training Institution concerned, he will be entitled to appropriate travelling and course allowances.

4.8 Shift Duty Allowance

Shift duty allowance shall be payable to workers on shift duty where applicable based on the prevailing circumstances. Such allowance shall be based on prevailing approved rates.

4.9 Wardrobe Allowance

(a) Wardrobe allowances are payable to the under-listed:

- i. Vice-Chancellor;
- ii. Deputy Vice-Chancellors;
- iii. Registrar;
- iv. Bursar; and the
- v. University Librarian.

(a) The Wardrobe allowances shall be based on prevailing approved rates by Council.

SECTION FIVE

WELFARE AND SECURITY

5.0 Introduction

Federal University Lokoja provides a number of welfare benefits for its staff. Such benefits are earned and may be modified from time to time. The benefits include various types of leave, medical care for staff and their families, housing, etc.

Types of Leave which staff may enjoy:

- a) Annual leave
- b) Casual leave
- c) Sick leave
- d) Maternity leave
- e) Paternity Leave
- f) Sabbatical leave
- g) Study Leave with pay
- h) Study Fellowship
- i) Leave of absence without pay
- j) Research Leave
- k) Examination Leave
- l) Pre-retirement Leave
- m) Compassionate Leave

5.1 Leave

5.1.1 Annual Leave

The University Leave Year is 1st January to 31st December.

- a. The entitlement of annual leave for staff on CONTISS 6 and above and CONUASS 1-7 is 30 working days.
- b. Annual Leave shall be granted after twelve (12) months' service provided that:
 - i. Such leave in the first year of appointment shall be subject to minimum of six (6) months' continuous service.
 - ii. Leave in the last year of service shall be calculated pro-rata when a member of staff retires before he has completed the full year.
- c. Annual leave shall be granted at the convenience of the Department and the staff member concerned. Except where the exigency of duty requires otherwise, Annual Leave shall be taken during the University long vacations.
- d. Annual leave is compulsory and all members of staff are required to take and exhaust their annual leave within the leave year in which such leave is earned except deferment is authorized by the Registrar.
- e. No member of staff shall be required, allowed to take working leave or report for duty during his approved Annual Leave, except where such a member of staff is recalled if the occasion demands.
- f. A member of staff who is dismissed shall not be granted any leave.

- g. A member of staff shall not utilize his annual leave or part thereof in order to take up a new appointment elsewhere. Where a member of staff seeks an appointment in another establishment after responding to an advertisement he shall be required to seek for the transfer of his service or have his appointment terminated.
- h. Any other case not covered by the regulations above shall be treated on its merit

5.1.2 Pre-retirement Leave

A member of staff who is proceeding on retirement shall commence his Annual Leave immediately prior to retirement. The duration of leave will be determined by the Council and will be either:

- i. Any deferred leave to his credit plus the proportion of Annual Leave due to him; or
- ii. Such leave as Council may determine whichever is the greater. Retirement shall take effect on the expiration of the leave period.

5.1.3 Casual Leave

Casual leave is granted on a compassionate ground for urgent private affairs. It is the absence of an officer from duty for a short period not exceeding an aggregate of seven (7) working days within a leave year. Casual leave can only be granted after an officer has exhausted his annual leave.

- (a) A Head of Department may grant a member of staff Casual Leave with pay on special reasons, during a session up to one (1) day, while the Dean, on the recommendation of a Head of Department/Unit may grant a member of staff Casual Leave with pay on special reasons, up to four (4) days. Copies of such approval shall be forwarded to the Registrar for record purposes.
- (b) The Vice-Chancellor may, at the request of a member of staff, and on the recommendation of the Dean/Principal Officer/Director, grant casual and/or compassionate leave with pay not exceeding seven (7) days in a Leave Year.
- (c) Casual and/or Compassionate Leave is a privilege and not a right, and shall not accumulate.

5.1.4 Leave for Temporary and Contract Staff

- (a) Annual leave for expatriate contract staff shall be defined in their agreements and shall not normally exceed forty-two (42) days in a Leave Year.
- (b) Annual Leave shall not be granted to temporary staff.
- (c) Indigenous staff on contract appointment shall not be granted leave unless they have completed six (6) months service and the amount of such leave shall be calculated pro-rata.
- (d) For every completed one (1) month of service, expatriates will be entitled to three (3) days leave on pro-rata basis; expatriate contract officers will be

entitled to four (4) days travelling time when they go on home leave.

5.1.5 Sick Leave

- (a) All Sick Leave Certificates (for Sick Leave not exceeding twenty-one (21) days) must be signed or endorsed signifying approval by the Head of University Health Services or a University Medical Officer on his behalf.
- (b) Sick Leave on full pay may be granted by the Vice-Chancellor acting on behalf of the Council, for a maximum of six (6) months on the production of a medical report signed by the Head of University Health Services or in his absence, a University Medical Officer acting in the capacity.
- (c) Extension of Sick Leave beyond six (6) months may be granted on the approval of the Council which shall specify the conditions of such extension. The extension may be on full pay or less. If at the end of such an extension, the staff member is still incapable of performing his functions, he will then be made to face the Medical Board constituted for this purpose by Council on the recommendation of the Vice-Chancellor.
- (d) A member of staff who is recommended by a Medical Board (set for this purpose) to be permanently incapacitated shall immediately commence Annual leave prior to retirement in accordance with the relevant provisions of the Public Service Regulations.

5.1.6 Maternity Leave

- (a) A Female member of staff who is pregnant shall be entitled to four (4) months (i.e. 16 weeks) Maternity Leave.
- (b) The Maternity Leave shall be with full pay, if the female member of staff holds a pensionable or contract appointment, and has been in the service of the University normally for not less than six (6) months.
- (c) A female member of staff granted such Maternity Leave shall not be entitled to Annual Leave in the same academic year, and where the Annual Leave has already been taken before the grant of Maternity Leave, the part of the Maternity Leave equivalent to the annual leave will be without pay.
- (d) A female member of staff who holds a pensionable or contract appointment but has been in the employment of the University for less than six (6) months may be granted Maternity Leave without pay.
- (e) A female member of staff who holds a temporary appointment, and is granted maternity leave shall be on the following conditions:
 - i. If she has been in the employment of the University for less than six (6) months, it shall be without pay.
 - ii. If she has been in the employment of the University for more than six (6) months, it shall be on half pay.
- (e) The grant of Maternity Leave is subject to the production of a medical certificate issued by any Government owned hospital, certified by the Head of the University Health Services.

5.1.7 Paternity Leave

- (a) A male member of staff whose spouse delivers a baby shall be entitled to fourteen (14) working days, Paternity Leave.
- (b) The Paternity Leave shall be with full pay, if the male member of staff holds a pensionable or contract appointment, and has been in the service of the University normally for not less than six (6) months.
- (c) The Leave shall not be more than once in two years, and for maximum of four children.
- (d) In the case a family of a male staff adopts a child under four months old, the staff will similarly enjoy Paternity Leave for a period of fourteen (14) working days.
- (e) Request for Paternity Leave shall be accompanied by the Expected Date of Delivery's (EDD) of the member of staff wife or evidence of approval of the adoption of the child by the relevant government.
- (f) A male member of staff who holds a temporary appointment, and is granted Paternity leave shall be on the following conditions:
 - i. If he has been in the employment of the University for less than six (6) months, he shall not be paid for that period.
 - ii. If he has been in the employment of the University for more than six (6) months, he shall be paid for the period of days (14) for the Paternity Leave.

5.1.8 Sabbatical Leave

SABBATICAL

Sabbatical Leave is a 12 –month leave taken by a senior academic after six years of continuous service in the University or research centre. Principal Officers of a University may also go on Sabbatical leave at the end of their tenure. Similarly, non-teaching staff on CONTISS 13 and above may go on sabbatical leave after six years of continuous service, as may be approved by the Councils of their Universities. A staff member on sabbatical leave from University A will continue to receive his/her salaries and allowances from University A. Where the same staff is spending the leave at University B and providing services to the University, University B shall also pay him/her honorarium and allowances, or whatever remuneration agreed upon, provided that it is not higher than the salary and allowances being paid by the mother University (i.e University A).

Eligibility and Condition

The following are the eligibility criteria and conditions attached to each of the appointments discussed above:

- a. Sabbatical Leave and Appointment
 - i. Only the following categories of staff members are eligible for sabbatical leave from their institutions, and sabbatical appointment by other institutions:

- Academic staff of the Senior Lecturer or higher position who have served for at least six years continuously since their last sabbatical leave, or other periods away from the University;
 - Principal Officers after completing their tenure;
 - Non-academic staff on CONTISS 13 or higher position who have served for at least six years continuously since their last sabbatical leave, or other periods away from the University;
- ii. Staff on sabbatical leave from University A shall continue to be paid all salaries and allowances to them by University A. in addition, if they provide services to University B, they shall also be paid such remuneration by University B that is not higher than their salary at University A.
 - iii. The salaries and allowances to be paid to Principal Officers on sabbatical leave by their mother University shall be as decided by the National Salaries and Wages Commission. However, the University that offered them sabbatical appointment shall pay them only the salaries and allowances applicable to the position they are serving; for example the position of Professor for a former Vice-Chancellor.
 - iv. Sabbatical appointment shall be for a non-extendable period of twelve (12) months only. Staff on sabbatical appointments are to return to their mother institution at the end of the appointment.
 - v. The salaries and allowances of staff on sabbatical appointment shall be drawn from the University's personnel cost provision.
- (a) A senior Academic Staff of not below the level of Senior Lecturer or its equivalent or a non-teaching staff of not below salary scale of CONTISS 13 on pensionable appointment shall be eligible for Sabbatical Leave of twelve (12) months duration after not less than six years of continuous service in the University, provided that:
 - i. The six (6) years of continuous service shall not include any period of Study Leave previously granted to him,
 - (b) Application for Sabbatical Leave shall be submitted through the Head of Department and Dean in the case of academic staff or, the Head of Department in the case of non-teaching staff to the Vice-Chancellor for consideration and approval.
 - (c) Sabbatical Leave may not necessarily be granted to every applicant who has completed six (6) years of service. In granting Sabbatical Leave, account will be taken of the relevance of the proposed study, research or work, whether the applicant can be spared from his duties or adequate arrangements have been made for his replacement.
 - (d) Sabbatical Leave shall be used only for *bona fide* academic purposes such as to engage in research or writing, use of library or laboratory facilities elsewhere, to acquire specialized techniques, to undertake field work or to collect research materials.
 - (e) Unless otherwise specified, staff shall be entitled to full salary and benefits during the period of the Sabbatical Leave.

- (f) A member of Staff granted Sabbatical Leave shall not terminate his appointment with the University before at least one (1) year has elapsed after his return to the University.
- (g) A member of staff granted Sabbatical Leave should return to serve the University for at least a year or pay back salary and allowances paid him/her while on Sabbatical Leave.
- (h) Staff granted sabbatical leave who fails to return to duty to the University at the expiration of sabbatical leave without approval shall have his appointment terminated.

5.1.9 Study Leave with Pay

Study Leave is a privilege and not a right. It may be granted at the discretion of the University to a member of the Academic, Administrative or Technical Staff for programmes of study with the following objectives:

- (a) To give an opportunity to write up a book or research work, to use library or other facilities not available locally or to undertake extensive field work and the collection of materials;
- (b) To write up a thesis for a higher degree;
- (c) To attend relevant specialized courses;
- (d) To refresh and update knowledge by contacts with work being undertaken elsewhere; and
- (e) Study Leave is not normally granted for courses leading to diploma or for part-time study. The applicant would have already acquired a basic qualification.

i. Procedure for applying for Study Leave

The following requirements must be met before a staff member will be eligible to apply for a Study Leave.

- a) An applicant must have gained admission into a recognized institution.
- b) Application for Study Leave shall be submitted on prescribed forms.
- c) All completed application forms should be directed to the Registrar through Heads of Departments and Deans for onward submission to the Academic Staff Training and Development Committee or Senior Staff Training and Development Committee as the case may be for consideration and approval of the Vice-Chancellor.

ii. Rules and Regulations for Study Leave

- a) A member of staff must have normally served the University for a continuous period of four (4) semesters and such staff appointment should have been confirmed before the commencement of Study Leave. This provision does not apply to Graduate Assistants who may be granted Study Leave before confirmation of appointment.
- b) The course of the study must be relevant to the needs of the University.

- c) There must be a budgetary provision for the Study Leave.
- d) Study Leave may be granted for a maximum of three (3) years for Master programmes and a maximum of five (5) years for Ph.D. These periods are not subject to extension.
- e) Any staff member granted Study Leave shall be required to sign a bond under which he must return at the expiration of the Study Leave to work in the University, normally for at least a period twice the period of his Study Leave sponsorship.
- f) The Vice-Chancellor may, on the recommendation of the Head of Department and Dean, waive the requirement of the confirmation of appointment in certain circumstances.

iii. Obligations of the University to a staff on Study Leave

- a. Payment of full monthly salary
- b. Payment of tuition, examination and other prescribed fees.
- c. Payment of any other allowances approved by Council.

iv. Obligations of the Staff on Study Leave

- a) A staff member on Study Leave must complete a bond form.
- b) A staff member must submit to the University yearly academic progress reports in writing through his Supervisor/Head of Department.
- c) Failure to resume duty at the end of Study Leave or to work for the prescribed period on return may render the member of staff concerned liable to refund all salaries and allowances paid to him up to the point in which he commits the breach of obligation.

5.1.10 Study Fellowship

Study Fellowships are intended for staff development and will be awarded to staff to pursue studies leading to higher or further qualifications, acquiring specialized techniques or generally updating one's knowledge.

The process of the award of Study Fellowship is the same as Study Leave. Any member of staff granted Study Fellowship shall be required to sign a bond under which he must return at the expiration of the Study Fellowship to work in the University initially for at least a period equal to twice the period of Study Fellowship.

i. Entitlements of Staff on Study Fellowship

A staff member on Study Fellowship shall be entitled to his full salary and allowances in respect of tuition, books, accommodation and other relevant expenses as may be approved from time to time.

- a) The staff member must submit to the University yearly academic progress

reports in writing.

- b) The maximum allowable period for Study Fellowship shall be (5) five years.
- c) Preference will be given to Study Fellowship Awards obtainable in Nigerian Higher Institutions.
- d) The award of a Staff Development Fellowship is not a right but shall be made only according to the staff development needs of the University.

ii. Passage for Staff on Study Fellowship

Return passage to and from approved place of study shall be provided for a member of staff.

5.1.11 Leave of Absence without Pay

Leave of Absence without pay is a privilege, not a right, and may be granted by the Vice-Chancellor on behalf of the Appointments and Promotions Committee (A&PC). The duration of such Leave of Absence shall be for a period of not more than two (2) years in the first instance and may be renewed.

Leave of Absence without pay may be approved for members of staff to undertake the following:

a) Government Service

At the request of the Federal or State Government, a member of staff may be released on Leave of Absence for duty for the period specified in the letter of appointment.

b) For Study

In the case of a member of staff who is not granted any Staff Development Awards, Leave of Absence may be approved in accordance with the following conditions:

- i. The member of staff must have served the University for a continuous period of four (4) semesters and such staff appointment should have been confirmed before the commencement of Leave of Absence without pay.
- ii. If the staff member wishes to improve his qualifications through personal efforts, his re-absorption on return from Leave of Absence without pay, is subject to the availability of vacancy in the Department. It is clearly understood that the University will not guarantee to re-absorb the staff member in the same post as that vacated for the Leave of Absence.

5.11.1 Any other case not covered by regulation **5.11** shall be treated on its merit.

5.11.2 A member of staff shall not utilize his annual leave or part thereof in order to take up a new appointment elsewhere.

5.1.12 Sabbatical Leave for Senior Non-Teaching Staff

Sabbatical Leave shall be granted to:

- i. A Non-Teaching senior member of staff of the Federal University Lokoja on CONTISS 13 and above;
- ii. A member of the senior Non-Teaching staff on pensionable appointment shall be eligible for Sabbatical Leave of twelve (12) months duration after not less than six (6) years of continuous service in the University, provided that the six (6) years of continuous service shall not include any period of study leave or leave of absence previously granted to that staff;
- iii. Application for Sabbatical Leave shall be submitted through the Registrar, who shall forward it with recommendations to the Vice-Chancellor for consideration by the Appointments and Promotions Committee.
- iv. The application shall contain:
 - a) A statement of the commencing date, duration and place of the sabbatical leave sought;
 - b) The proposal of what is going to be undertaken during the Sabbatical Leave;
 - c) Support the application with evidence that the leave will be spent either in an institution of higher learning or with a recognized formal organization;
 - d) Support the application with a letter of offer of placement at the place the person intends to spend the leave.
- v. Unless otherwise specified, a member of staff on Sabbatical Leave shall be entitled to full salary and other benefits during the period of the Sabbatical Leave.
- vi. Sabbatical Leave is not a right and as such will not necessarily be granted to every applicant who has completed six (6) years of service. In granting Sabbatical Leave, consideration will be given to whether the applicant can be spared from his duties and whether the University will incur additional expenses through engagement of a replacement.

5.1.13 Obligations of Non-Teaching Senior Staff on Sabbatical Leave

These conditions are the same as those applicable to the Senior Academic Staff on Sabbatical Leave (see Section 5.10)

5.1.14 Research Leave

An Academic Staff may be granted Research Leave for a period not exceeding thirty (30) working days in addition to his Annual Leave.

5.2 Medical Care

The University has a University Clinic staffed with medical doctors, pharmacists, qualified nursing staff and other professionals.

Medical care for members of staff and their families is now offered under the National Health Insurance Scheme (NHIS) which every staff member is expected to register with. Members of staff are expected to choose the University Clinic as their primary healthcare facility. The conditions and procedure for enjoying the NHIS scheme are clearly spelt out and it is expected that staff members become familiar with them to

get the maximum benefits of the scheme.

5.2.1 Refusal to Undergo Medical Examination (On Pre-Employment)

The Council may terminate a staff member's appointment at any time with three (3) months' notice, if he is unable to work due to apparent illness but refuses to undergo a medical examination or appropriate treatment.

5.2.2 Period of Illness Deducted from Earned Leave

If a member of staff is absent from work for a period exceeding one (1) month due to illness or injury and it is medically certified by the Head of University Health Services that for part or all of the time he was in a state of convalescence, or with a minor injury, not seriously impairing his well-being, then this time may be set off against any other leave due him, on the recommendation of the Head of University Health Services to the Registrar.

5.3 Passages

5.3.1 Passage on Appointment

A member of staff shall be provided with transport fare for himself, one (1) spouse and up to four (4) children up to the age of eighteen years (18), plus reasonable baggage expenses from his place of engagement to the University on initial appointment.

5.3.2 Passage on Retirement

- i. A member of staff shall be provided with transport fare from the University to his declared place of domicile, provided that:
 - a) His retirement is in accordance with the terms of his contract of employment.
 - b) He is an expatriate, who has been in the service of the University for, at least, ten (10) years and his wife and children have also been living with him in Nigeria for, at least, six (6) months prior to the date of his departure at the end of his contract.
- ii. Where a member of staff resigns while on sabbatical/study leave he will not be entitled to passages for himself, his wife and children to return to the University from his study post.

5.3.3 Passage on Termination/Dismissal

Where the appointment of a member of staff is terminated by Council, he will not be entitled to traveling or repatriation expenses at the expenses of the University except Council determines otherwise. In case of dismissal, the member of staff shall forfeit all entitlements.

5.3.4 Passage on Study Leave

A Nigerian member of staff shall be entitled to passage as approved by Council for himself alone between Nigeria and his place of study subject to approved conditions of study leave.

5.3.5 Passage on University Business

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

5.3.6 Passage on Special Grounds

A member of staff in need of urgent medical treatment abroad may with the approval of the Vice-Chancellor on the recommendation of the Head of University Health Services be provided with the return passage for himself.

5.3.7 Baggage Allowance

Any employee recruited from overseas shall be entitled to economy air passages for self, spouse and up to three (3) children below the age of 18years, and the baggage allowances as approved by Council.

5.3.8 Refund of Passage Fare and Baggage Allowance

A member of staff who terminates his appointment within the probationary period or before the end of the first contract period shall refund to the University the passage fare and baggage allowance which the University expended on his behalf on his appointment, unless the Vice-Chancellor, on the recommendation of the Registrar, condones the refund upon extenuating circumstances.

5.4 Duties of Staff

The duties of teaching staff other than those whose duties are predominantly research or service functions shall be prescribed by the Head of Department, in close consultation with the staff concerned, in the light of the University policy, and may include reasonable periods of University duties during long vacation.

The duties and hours of work of support and professional staff and staff with predominantly research/service functions in academic departments shall be prescribed by the Head of Department or the Dean of the Faculty as appropriate within the University policy.

5.5 Security

The University Management has put in place an effective security system to enhance the welfare and well-being of members of the University community. It is expected that staff members will provide maximum cooperation to the Security Unit in order to achieve this objective.

All staff and students have been provided with identification cards which they should carry on their person at all times and present same on demand. This is meant to identify genuine members of the University community and to keep out miscreants and other suspicious elements.

The following are some other security issues which are to be noted:

- a) Members of staff are required to observe any rules made by a competent authority, normally the Council, regarding the security of persons, and property

on the University campus with regard to road traffic regulations, the custody of animals, the erection of kiosks, the use of University property including accommodation, etc.

- b) All members of staff are to co-operate with the University Security Services and the University Administration in reporting to the Vice-Chancellor, the Registrar and the Chief Security Officer matters affecting the Security of the University, students, members of staff, property and equipment. Failure to report such matters within the knowledge of any member of staff, may on investigation of the matter, be construed as collusion or collaboration in the commission of an offence, and shall render the member of staff concerned liable to appropriate disciplinary action.
- a) The members of staff on the Security Services covered by these regulations shall be held fully responsible for taking speedy and appropriate actions on all security matters affecting the University and for making immediate and comprehensive reports on all such matters to the Vice-Chancellor.
- b) Some fire-fighting equipment has been made available in our buildings and around the University campus to handle fire incidents. However, extra vigilance is required of all as fire outbreak is an avoidable calamity.

SECTION SIX

CESSATION OF APPOINTMENTS

6.0 Introduction

Apart from death, appointment of staff may cease by resignation, withdrawal of service, normal retirement, retirement on medical grounds, redundancy, termination by university and dismissal.

6.1 Withdrawal of Appointment by the Employee

(a) **Professorial Staff**

A Professor shall not withdraw his appointment except at the end of that particular academic session, after having given to the University six (6) months' notice in writing of his intention to do so, or after paying six (6) months' salary in lieu of notice.

(b) **Other Senior Staff**

A member of academic staff below the rank of a Professor shall not terminate his appointment other than the end of academic session. The staff is required to give the University three (3) months' notice in writing of his intention to do so or after paying three (3) months' salary in lieu of notice.

A member of staff who is a Non-Teaching staff and on salary grade below CONTISS 15 may terminate his appointment at any time after having given three (3) months' notice in writing of his intention to do so or paying three (3) months' salary in lieu of notice.

The resignation of appointment of Principal Officers shall follow the appropriate provisions of the University Law.

(c) **Temporary Appointments**

Notwithstanding the above provisions, a temporary appointment may be terminated at any time by either party by one (1) months' notice given in writing or payment of one (1) month's salary in lieu of notice.

(d) Post- Doctoral Research Fellowship appointments shall be tenable for two (2) years and may be terminated in writing at any time during that period by giving three (3) months' notice.

(e) Medical Research Fellowship appointments shall be tenable for one (1) year at a time and may be terminated in writing at any time during that period by giving one (1) month notice.

(f) A member of staff terminating his appointment may pay in lieu of notice a sum of money equivalent to the gross salary for the number of month(s) for which notice is required as specified above.

(g) **Notification Process**

Due notice in all cases shall be in writing, addressed to the Registrar through

the Dean/Director and Head of Department/Unit and shall be given so as to expire normally at the end of the academic year for academic staff as specified above. The Registrar shall communicate the same to the Vice-Chancellor who shall decide where appropriate on behalf of Council.

- i. The Registrar, shall, thereafter, inform the member of staff in writing of the acceptance or rejection of notice of termination.
- ii. A member of staff who resigns his appointment other than as provided in these Regulations or in the terms of his contract of employment shall not be entitled to any leave or travel expenses, or terminal benefits, including repatriation.
- iii. All cases of termination of appointment shall be reported to the Appointments and Promotions Committee and Council.
- iv. All newly employed staff who resigned after spending less than six months shall be made to refund relevant allowances including first twenty-eight (28) days allowance received in lieu of accommodation.

6.3 Withdrawal of Service

Staff may withdraw from the service of the University any time by giving at least three (3) months' notice or three (3) months' salary in lieu by writing to the Vice Chancellor through his/her Head of Department and may receive appropriate entitlement from his/her Pension Fund Administrator.

6.4 Resignation:

For good reason, an employee may give notice for the cessation of his service in the following manner:

An employee shall give three months' notice, in writing, to the Registrar or pay three month's salary in lieu of notice. For academic staff, such notice shall expire at the end of the academic session.

The acceptance of the note of resignation by an employee will be communicated to him in writing by the Registrar or his representative:

- i. Less than six months after his assumption of office. The Vice-Chancellor may, if he deems it appropriate to so do, require the disengaging staff member to refund fully or in part the expenses, allowances and all other benefits earlier paid to the appointee.
- ii. Such a staff member will be required to surrender all the University property in his custody, including the staff personal identity card to the Registrar or any other staff assigned to collect.

6.5 Retirements:

i. Mandatory Retirement

An employee shall be due for compulsory retirement at the age of seventy (70) years for academic staff who have attained the rank of Professor. For other academic staff below the rank of Professor and non-teaching staff, the

retirement age is sixty-five (65) years.

A three months' notice of retirement from service on adverse medical grounds may also be served on staff. For the case of academic staff, retirement shall normally be at the end of an academic session.

ii. Voluntary Retirement

An employee may retire voluntarily at any age below the compulsory age of retirement, if he has put in ten years in service but will not be pensionable until the age of 50 years.

iii. Retirement on ILL HEALTH

If at any time during his service in the University, an employee is certified by a medical board appointed on the instruction of the Vice-Chancellor, acting on behalf of Council, to be so unfit and incapable of carrying out his duties, and the condition does not improve after one year, Council may accept his resignation or terminate his appointment on such terms as it deems fit, fair and just.

Such an employee shall be entitled to his full salary in the first six months and to fifty percent of his full salary for the subsequent six months.

iv. Retirement on Grounds of Redundancy

Council may require an employee to retire with three months' salary in lieu of notice, if the employee becomes redundant by reason of a necessary reorganization in any department/unit. A redundant officer is a person whose qualification and experience no longer fit into any established position in the University.

6.4 Documents for Processing of Retirement Benefits

With the current policy on Pension Reform, staff's proceeding on retirement are expected to submit their original documents to National Pension Commission (PENCOM) for sighting while photocopies of same would be submitted during the payment exercise. Below are some of the requirements:

- i. Original and photocopy of Letter of Appointment;
- ii. Original and photocopy of Birth Certificate or Declaration of Age;
- iii. Original and photocopy of promotion letter or pay slip indicating grade level and step as at the preceding 30th June;
- iv. Letter from the University signifying retirement and first appointment dates; and grade level and step as at the preceding 30th June as well as the current grade level and step;
- v. Authenticated past record of service;
- vi. Current pay slip indicating grade level and step;
- vii. Evidence of registration with a Pension Fund Administrator indicating Personal Identification Number (PIN);
- viii. Letter from a sustainably qualified physician or medical board certifying that the employee is no longer physically or mentally capable of carrying out the functions of his office;
- ix. Evidence of Transfer of Services (Applicable on Transfer of Service only).

6.5 Pension and Gratuity

Members of staff on joining the University are expected to register with a Pension Fund Administrator (PFA) of their choice in order to benefit from the Pension scheme on retirement.

All the conditions governing the new Pension scheme are spelt out in the Pension Reform Act 2004. Members of staff are expected to familiarize themselves with the contents of this important Act in order to get maximum benefits regarding pension issues.

SECTION SEVEN

GUIDELINES FOR APPOINTMENT AND PROMOTION OF NON-TEACHING STAFF

7.0 GRADUATES / PROFESSIONAL STAFF

7.0.1 All degree holders must come with their NYSC discharged Certificates or Exemption/Exclusion Certificates. All staff from CONTISS 07 and above must be computer literate

7.0.2 All graduates move from CONTISS 07 to 15 without passing through CONTISS 10 and 12. The only exception to this provision is the pharmacy cadre whose graduates cannot become director of health services exclusively reserved for a medical doctor. To avoid reaching the bar too early, the pharmacy cadre operates the CONTISS 12 salary grade level which graduates in other professions do not operate based on the Cookey report. They therefore terminate at the chief pharmacist's level, that is CONTISS 14. All cadres should spend three (3) years each to move from one CONTISS salary grade level to the next as applicable up till CONTISS 14 and five (5) to move to 15. All employees in the University Health Services, except Medical Doctors, cannot rise to CONTISS 15.

7.1 SENIOR TECHNICAL/TECHNOLOGIST STAFF

All Senior Technical/Technologist Staff holding HND, final of the City & Guild Certificate (C&G) or the Fellow of the Institute of Medical Laboratory Technology (FIMLT) certificate can only terminate at CONTISS 13 i.e. Chief Technologist. Holder's of the Ordinary National Diploma (OND) certificate or its equivalent cannot, however, go beyond CONTISS 09 i.e. as Principal Technical Officer II unless they acquire additional qualification(s).

7.2 PRINCIPAL OFFICERS

All Principal Officers i.e. Registrar, Bursar, University Librarian and Directors of the various services should have not less than 15 (Fifteen) years post qualification experience before being appointed. However, Director of Medical Services could be appointed after a minimum of (12) twelve years post qualification experience.

7.3 DIRECTOR OF WORKS

All registered Professionals in Building Industry can rise to the post of Director of Works in the Works Department. Those in other disciplines such as quantity surveying and architecture would terminate at the level of Deputy Director instead of Chief Quantity Surveyor or Chief Architect respectively.

7.4 APPOINTMENTS AND PROMOTIONS CRITERIA:

APPOINTMENTS: The Assessment of a non-teaching staff for appointment is based on his/her qualification, experience, performance at the interview and recommendation of his/her Head of Department. The assessment score table for this purpose is attached to this Condition of Service as Appendix (vii) while qualification score table is attached as Appendix (viii).

7.5 SENIOR STAFF:

Weighing system is used in assessing senior staff. The criteria used include the following, among other things:

- (i) Qualifications: (Please see Appendix (vii) and (viii) The maximum score obtainable on qualification is as shown in Appendix (viii) based on type and class of degrees. The marks should be used in Appendix (vii) in order to determine the total score if the candidate marks for CONTISS 7 are higher than others. This is because when a fresh graduate applies for a job it is assumed that he/she would not have acquired enough experience for him/her to be rated highly under experience. At that level it is his/her qualifications that are important. As years go by emphasis is placed on experience as the table shows.
- (ii) Experience:
 - (a) Quantity – represents the number of years spent in an establishment.
 - (b) Variety – of relevant experience is the different areas in which a staff has served in the establishment.
 - (c) Quality – means measurement of productivity using efficiency, effectiveness and effort criteria.
- (iii) Community Service:
- (iv) Conference/Lectures/Workshops Attendance:

These criteria are assessed based on the mark allocated to each and the candidate's score is then recorded.
- (v) Overall Assessment

The above rating should be used for the purpose of inviting the candidate for interview and should form only 40% of the total mark while performance at the interview should form 60%. To be eligible for appointment into any cadre, a candidate must score a minimum of 60% of the total marks.

7.6 JUNIOR STAFF

The criteria for appointment should be filled in line with Federal Government Policy.

7.7 PROMOTION OF NON-TEACHING STAFF:

- 7.7.1. Except otherwise prescribed, all non-teaching staff shall spend at least 3 (three) years (with satisfactory service record) on post before being considered for promotion from CONTISS 2 – 14 and four (4) years for promotion to CONTISS 15. Staff on lateral transfer of service must have spent 3 (three) years as the case may be from the date of last promotion at his/her previous organization coupled with a favourable recommendation from his/her Head of Department.
- 7.7.2 All promotions from CONTISS 6 and above, and their equivalents, are subject to written examinations and oral interview.
- 7.7.3 In all cases, officers (both junior and senior) are required to complete Annual Performance Evaluation Report (APER) form, the format of which is attached

to this scheme of service as Appendix (vii). The form should be used in assessing officers for promotion. Guidelines for completion are as follows:

- (i). The staff concerned would fill part I while the Head of Department would complete Parts II and III of the form. It is an open reporting system in which the Head of Department allows the staff to see his assessment before passing it to the Appointments and Promotions Committee (A&PC).
- (ii). Part II of the APER form (Appendix vii) is crucial in the sense that if a staff accrues a negative mark of fifteen and below, he/she loses his/her promotion for that year. The Head of Department should therefore allow the staff to see this section.
- (iii). Part III is a confidential report on a staff by his/her Head of Department. He should write his report based on the following criteria:
 - (a) Efficiency of the staff in the performance of his/her duties i.e. how well he/she is contributing to the smooth running of the Department.
 - (b) Effectiveness in the achievement of the departmental goals.
 - (c) Willingness or capacity to take on additional responsibilities.
 - (d) Initiative and special aptitude for work
 - (e) Sense of responsibility and integrity

7.7.4 The Head of Department should give his/her remarks on these details in the Part III of the Evaluation form i.e. (Appendix vii). In completing this section, the Head of Department should also take cognizance of the candidate's qualifications and experience as shown in part I of the form (Appendix vi) and also the requirements for each post in the condition of service.

7.7.5 Where qualifications are not a pre-requisite for promotion, then years of experience and performance on the job should form the yardstick. For example, in the case of an administrative staff, the various divisions in which a staff has worked should be taken into consideration and should form part of the experience referred to above.

7.7.6 When a number of staff on the same position has to move to a higher singular rank, aptitude test shall be the objective criterion to promote staff to the position. The onus of deciding at what rank the guideline will take effect is left for the Council to decide.

7.7.7 To obtain any additional qualification on in-service training, the approval of the University must be sought.

7.7.8 Conversion of Cadre

Prevailing Public Service Rule shall apply to all cases of conversion of cadre.

7.7.9 A staff on Study Fellowship can be promoted only once during the period of his/her training, but not beyond CONTISS 11.

- 7.7.10 Any junior position cadre that has no clear-cut progression, staff in the last cadre should be permitted to apply for a change of cadre in accordance with his or her qualifications.

SECTION EIGHT

MEDICAL AND HEALTH SERVICE

8.1. Purpose

- 8.1.1. There shall be University Health Service maintained for the benefit of members of staff and their families among others.
- 8.1.2. Medical coverage for all employees of the University shall be in line with the guidelines of the National Health Insurance Scheme (NHIS). The scheme allows free medical treatment to an employee and his/her spouse and maximum of four (4) dependent children below the age of 18 years. Where both husband and wife are employees of the University, only four children of both will be covered. Where a man has more than one wife, only one wife will be covered under the scheme.
- 8.1.3. To enjoy this benefit, an employee must be duly registered with the NHIS through the Health Maintenance Organisation (HMO) that has been appointed by the University. Any employee or his/her dependants not registered with the NHIS is not entitled to free medical coverage by the University under the NHIS.
- 8.1.4 An employee and his/her dependents shall receive medical attention in the hospital which he/she has chosen as primary care provider for his/her family under the NHIS.
- 8.1.5 The University Medical Centre shall provide out-patient and in-patient treatment to only an employee and his/her dependents who have chosen the centre as their primary care provider under the NHIS.
- 8.1.6 Where an employee is not registered with the University Medical Centre as his/her primary care provider and chooses to receive treatment therein, he/she shall be charged appropriate fees.
- 8.1.7 Where an employee incurs expenses in respect of himself/herself or his/her registered dependents, the university shall not entertain refund on services that are not covered by the NHIS treatment guideline or services for which approval was not sought from the Medical Director before incurring such expenses.
- 8.1.8 The NHIS shall not entertain substitution of a child that has enjoyed coverage under the scheme for any length of time with another one. Additional children and other dependants may be registered under an employee who is already registered with the NHIS as additional dependents following NHIS guidelines. This shall be done by the employee himself/herself at the office of the NHIS.

8.1.9 Where the University Director of Medical Services finds that an employee's health is likely to be further impaired by remaining on duty or on sick list, he/she will arrange for a Medical Board to be held to determine the employee's further usefulness in the services of the University. The Medical Board will consist of the University Director of Medical Services and at least two other medical practitioners, one from Government Service and the other from Private Practice. The report should state whether permanent or temporary invalidation is recommended or the employee should be re-designated.

8.1.10 Where in the opinion of the Director, University Health Services, facilities at the University Health Centre are deemed inadequate for a particular case; referral shall be made to the nearest University Teaching/Government Hospital.

8.2 Overseas Medical Treatment

8.2.1 Entitlements

8.2.1 Any member of staff or a member of his family shall be entitled to medical treatment overseas provided:

8.2.2 Appropriate treatment is not available in the country;

8.2.3 Illness occurs while abroad on university approved trip such as attendance of conferences, study leave, training leave, sabbatical leave etc.

8.2.2 Procedure

8.2.2.1 The patient should normally get prior approval of Medical Board

8.2.2.2 Constituted by the Vice Chancellor.

8.2.2.3 If the recommendation comes from a specialist, it must be certified by the Medical Board.

8.2.2.3 Expenses to be Covered by the University during Overseas Treatment

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

8.2.3.1 Transportation of patient to and from the country where treatment is rendered.

8.2.3.2 Transportation of medical personnel/escort where indicated by the patient's condition and so recommended by the specialist/Medical Board.

8.2.3.3 Either Hospital bills including all forms of prescribed treatment, investigations, accommodation and meals for in-patients, OR cost of prescribed out-patient treatment, drugs and investigations including 'per diem allowance'.

8.2.3.4 The University accepts no liability for medical or dental expenses incurred outside Nigeria (except for the necessary cost of any inoculations required by Nigerian

regulations) but the Vice-Chancellor, on the recommendation of a Medical Board, may authorize the reference of cases for treatment outside Nigeria.

8.2.3.5 He may also, on the recommendation of the Director, University Health Services authorize the refund of part, or all of medical expenses of a staff member, if he is satisfied that the treatment was necessary, that it could not be obtained either in Nigeria or under a national health service abroad.

8.2.3.6 A staff member finding it necessary whilst abroad to undergo treatment for which he may seek a refund should inform the University or its authorized representative of the circumstances, as soon as possible. Refunds may be refused if it appears that treatment could have been avoided through care or earlier action on the part of the staff member.

8.3 Termination of Appointment Due To Illness

8.3.1 The maximum aggregate sick leave which may be allowed an officer who is not hospitalized during any period of twelve months shall be forty-two (42) calendar days. Where such a staff has been absent from duty on the ground of ill-health for an aggregate period in excess of forty-two (42) calendar days within twelve calendar months, the staff shall be made to appear before a Medical Board with a view to ascertaining whether he shall be invalidated from service.

8.3.2 Any period of absence on the ground of ill-health in excess of the prescribed aggregate days shall be without pay and shall not be reckoned with for purpose of increment or pension.

8.3.3 An officer who is incapacitated as a result of injury sustained in the course of his official duties shall be entitled to draw full salary until he is discharged from sick leave or permanently invalidated (Public Service Rules *070316).

8.3.4. In case of injuries not covered by NHIS and group life insurance the University may cover the cost.

SECTION NINE

GUIDELINES FOR APPOINTMENT AND PROMOTION OF ACADEMIC STAFF

9.0 INTRODUCTION:

To help the University administration evolve a more comprehensive format for assessing all grades of Academic staff for appointment and/or promotion. The Academic Staff Assessment Committee set up for this purpose has produced the following guidelines for consideration and approval by both the Appointments and Promotions Committee and Council.

9.1 PROCEDURE FOR ASSESSMENT:

Administrative Routines:

For new appointments into academic position in the University, formal applications from suitably qualified candidates shall normally be required, addressed to the Registrar, of the University. The application shall be screened by the appropriate Heads of Departments and cleared with the Vice-Chancellor, through the relevant Dean/Coordinator of School, for interview into established and funded vacancies. Arrangements for interview shall be made by the Office of the Registrar which shall normally send out interview invitation letters to candidates cleared for interview on a date and time to be determined by the Registrar, as Secretary to the Appointments and Promotions Committee, in consultation with the Vice-Chancellor who is the Chairman.

Promotion of existing Academic staff shall normally take place during annual promotion exercises to be undertaken by the University's Appointment and Promotion Committee. Such promotions meeting shall be preceded each year by a Call Circular issued by the registrar who shall invite submissions from Heads of Departments on staff who shall have been screened and cleared by the appropriate Department/school/Sub-complex committees and recommended to the Appointments and Promotions Committee for promotion.

9.2 EXTERNAL ASSESSMENT:

For appointments and Promotions to the professorial ranks (i.e. Reader and Professor grades), external assessments of the research and publications of potential candidates shall normally be required. It shall be the responsibility of the Vice-Chancellor to appoint three suitable assessors in the discipline of each applicant to be put up for appointment to undertake the assessment and present results for consideration of the Appointments and Promotions Committee.

Appointments and Promotions made subject to external assessment shall become effective retroactively from the date of appointment and promotions specified by the Appointments and Promotions Committee following receipt of successful external assessment. A candidate shall be deemed successful if all three (3) or two (2) out of the three assessment reports on the candidate are positive.

9.3 RIGHT OF APPEAL:

A member of staff who considers himself/herself eligible and due for promotion but has not been recommended by his/her Head of Department or the Unit to which

he/she belongs, for no justifiable reasons or for reasons he/she personally considers untenable, may appeal to the Chairman of Appointments and Promotions Committee (the Vice-Chancellor) for redress.

Such appeals, backed by relevant documents indicating that the affected candidate has met the basic requirements for promotion shall, however, normally be channeled through the appropriate Head of Department and Chairman of unit committees and subsequent consideration by the Appointments and Promotions Committee.

9.4 RE-GRADING AND REVIEW OF SALARY:

Staff who considers themselves wrongly placed in rank and salary at the time of appointment may, before or after assumption of duty, apply to the Registrar for a review of their cases which shall normally be done in accordance with the basic criteria for entrance into the grade in respect of which the appeal is being made.

Re-grading and/or reviewing of salary may be undertaken administratively and subsequently reported to Appointments and Promotions Committee or by the committee sitting and acting as a body.

9.5 TIME IN RANK:

The following minimum periods of service at different levels should be observed before promotion to the next level is considered:

Assistant Lecturer to Lecturer II:	3 years for Masters degree holders
Lecturer II to Lecturer I:	3 years for Ph.D, and 3 years for Master's degree Holders
Lecturer I to Senior Lecturer:	3 years
Senior Lecturer to Reader:	3 years
Reader to Professor:	3 years

In cases of transfer of service, a minimum of one (1) year of service in the University shall be required for promotion consideration.

9.6 CRITERIA FOR ASSESSMENT:

For effective and objective assessment of staff towards appointments and promotions, the following criteria shall be applicable:-

9.7 TEACHING:

Both students and the teacher's peers may be given opportunities for assessing teacher effectiveness and quality of teaching using a standard form.

There will be an assessment of the teacher and his lectures by the Head of Department/Dean/Co-ordinator. The focus here will be on those aspects of the teacher's personally that promote a conducive learning environment. Opinions of the teacher's colleagues, preferably at senior level, are to be sought in enabling the Head of Department/Dean/Co-ordinator arrive at an objective assessment.

The minutes of departmental meeting on assessments of staff along with minutes of the School Board meeting showing assessments of each candidate's competence are

to be forwarded to the Appointments and Promotions Committee for consideration. The various schools shall be required to produce a joint Assessment form for the exercise.

Assessment of teaching load shall also be undertaken within the minimum period of 3 years that assessments for promotion usually take place. Effective assessment of teaching load shall take cognizance of workload distribution to each member of staff over the period.

9.8 Publications:

Assessment of Publications shall be done in relation to the following six factors, each of which carries its own weight as shown under weighting of the criteria.

The factors are:-

- (a) Authorship in Journals
- (b) Authorship in Books relevant to the candidate's discipline.
- (c) Editorship (Sole and Multiple)
- (d) Conference Proceedings
- (e) Conference papers
- (f) Technical Bulletins relevant to candidate's discipline
- (g) Chapters in book
- (h) Dramatic performances captured in videos
- (i) Creative Arts
- (j) Monographs
- (k) Occasional publications

9.9 Research:

Evaluation of research is to be done under three categories which shall be appropriately weighted.

These are:

- (a) On-going Research
- (b) Unpublished completed Research
- (c) Inventions/Patent.

9.10 Thesis/Project Supervision:

Supervision of project/Dissertations as the following levels of academic endeavour shall be credited with appropriate points/weights in the assessment of staff:-

- (a) Undergraduate project
- (b) Master's degree thesis/dissertations
- (c) Ph.D. thesis/dissertations.

9.11 Academic Qualifications:

In addition to meeting the basic requirement of a Masters degree for appointment, staff possessing first degree, Ph.D. and/or other relevant qualifications shall receive due credits for these in their assessments for appointments and Promotions. Points allocated for each qualification are as shown under weighting criteria.

9.12 Membership of Professional Bodies:

Considering its relevance to the development of academia, membership of professional bodies shall be credited with the maximum weight allotted, even if it is for only one professional body.

9.13 Community Service:

Assessment of Community Service is to be approached under three broad areas: viz: committee Membership which is sub-divided into:-

Local Level (within the University)

State level; and

National/International level

Guest lectureship

Consultancy service/external examination.

9.14 Administrative Responsibilities:

As in the case of membership of Professional Bodies, assessment of Administrative Responsibilities shall carry the maximum weight allotted irrespective of the number of responsibilities borne by a staff member.

(a) Deputy Vice-Chancellor/Deans/Directors

(b) HODs/Deputy Deans

(c) Faculty/Departmental Responsibilities

(i) Examinations Officers

(ii) Level Coordinators

9.15 MINIMUM QUALIFICATIONS IN RANKS

9.15.1 Graduate/Teaching Assistant (CONUASS 1):

A First Class or Second Class Upper Degree from Federal University Lokoja (FUL) or any other recognized university.

9.15.2 Assistant Lecturer (CONUASS 2):

Possession of a good Masters Degree in relevant discipline/programme.

9.15.3 Lecturer II (CONUASS 3):

Appointment into the rank of Lecturer II may be by promotion of serving Assistant Lecturers with Master Degree or direct appointment of holders of Ph.D. Degree in the relevant discipline. Advancement to Lecturer II by serving Assistant Lecturers shall be subject to a minimum of three (3) years of satisfactory service in addition to possession of, at least two (2) relevant publications. A minimum of 30 points is expected from the factors of assessment to this guideline.

9.15.4 Lecturer I (CONUASS 4):

Lecturer I position may be filled by promotion of serving lecturer II who have met the relevant requirements. Fresh holders of Ph.D. Degree in Engineering, Architecture, Pharmacy, Law, Medicine, Veterinary Medicine or who have met the stipulated requirements. Those with professional certification may be offered direct appointment. A minimum score of 40 points is expected from the various assessable criteria.

9.15.5 Senior Lecturer (CONUASS 5):

Advancement to the rank of Senior Lecturer shall be by promotion of serving Lecturer 1 (with Ph.D.) who has spent at least three (3) years from the date of his/her last promotion in addition to possessing the required number of relevant publications. Furthermore, he/she shall be expected to score at least 50 points from the factors of assessment.

9.15.6 Reader (CONUASS 6):

Appointment or promotion to the rank of Reader is subject to positive external assessment of candidate's general contributions and publications. There shall be at least two (2) positive out of the three (3) assessment sent out.

To be promoted/appointed a Reader, a staff must have taught for a minimum of three (3) years as a Senior Lecturer in a recognized university. Applicants who have never taught in any university before cannot be appointed directly as a Reader or Professor. A minimum score of 60 points shall be required for promotion to the rank of a Reader.

Evidence of Postgraduate supervision is a requirement for promotion to the rank of Reader.

9.15.7 Professor (CONUASS 7):

For promotion or direct appointment to the rank of Professor, applicants are required to possess the following:

- (a) He/she must be a serving Reader for at least three (3) years in a recognized university;
- (b) He/she must have gone through external assessment in which he/she has at least two (2) positive assessment;
- (c) He/she must obtain minimum points of 70 out of 100 in the overall assessment.

9.16 WEIGHTING CRITERIA:

9.16.1 Teaching at the University level (25 points)

This criterion shall carry a total of 25 points to be apportioned as follows:-

- (a) Length of Teaching Experience – 20 points (1 point per year starting from Assistant Lecturer grade).
- (b) Teaching Load – 5 points (1 point per year to be awarded in respect to weighing for contact hour)

9.16.2 Publications (30 points):

- i) **Journals: Authorship in Journals** -single author – 2 points
 - Double authors** - 1st author – 2 points
 - 2nd author – 1 point
 - Multiple** - 1st author – 2 points
 - 2nd to 4th author – 0.75 points
 - Others** - 0.5 points

However, only a maximum of 2 articles can be recognized for one contribution in an issue of a journal.

- ii) **Authorship in Books** – 1 point for sole author and 0.5 each for multiple authors.

- iii) **Editorship** – 0.5 for sole editor; for multiple editorship – 0.5 for lead editor and 0.375 for each of the others up to a maximum of 4 points.
- iv) **Conference Proceedings** – 0.75 for each author; for multiple authors – 0.75 for lead author and 0.375 for each of the other authors up to a maximum of 4 points.
- v) **Book of Abstract** – 0.5 for sole author; for multiple authors – 0.25 for each of the other authors up to a maximum of 3 points.
- vi) **Technical bulletin** – 0.5 for sole author; for multiple authors – 0.25 each up to a maximum of 2 points
 - (a) Monographs - 1
 - (b) Occasional Publications - 0.5
- vii) **Minimum Publication Points Requirement:**
 - a) Professor - 30
 - b) Reader - 24
 - c) Senior Lecturer - 15
 - d) Lecturer I - 8
 - e) Lecturer II - 4

9.16.3 Research: (10 points):

A total of 10 points is allocated to research, distributed as follows:

- (a) On-going Research – 0.25 per research up to a maximum of 2 points.
- (b) Unpublished, completed – 0.5 per research up to a maximum of 1 point.
- (c) Inventions/patent - a maximum of 2 points, irrespective of the number of inventions/patents.
- (d) Monographs – 1 point per monograph.
- (e) Dramatic performances captured in videos – 0.5 for sole author; for multiple authors – 0.25 each up to a maximum of 2 points.
- (f) Creative Arts – 0.5 for sole author; for multiple authors, 0.25 each up to a maximum of 2 points.

9.16.4 Thesis/Projects Supervision (10 points)

A total of 10 points are allotted to this criterion, the Ph.D being the standard with two unit point. The distribution is as follows:-

- (a) Postgraduate Diploma/other approved projects – 0.25 per candidate
- (b) Undergraduate project – 0.5 per candidate
- (c) Masters Thesis/Dissertation – 1.0 per candidate
- (d) Ph.D. Thesis/Dissertation – 2 points per candidate

9.16.5 Community Service (5 points):

Community service carries a total of 5 points distributed as follows:-

- (a) Committee Membership – this carries 0.1 point per committee at local, State and national levels.
- (b) Guest Lectureship – 0.5 point per lecture
- (c) Consultancy Services/External Examination – 0.1 point per Consultancy/Examination.

9.16.6 Academic Qualifications (10 points):

A maximum of 10 points are allotted to academic qualifications. The distributions are as follows:-

- | | | |
|-----|--------------------|-----------|
| (a) | Ph.D. | 10 Points |
| (b) | Masters degree` | 7 Points |
| (c) | First degree: | |
| | First Class | 5 Points |
| | Second Class Upper | 4 Points |
| | Second Class Lower | 3 Points |

An applicant for appraisal and promotions shall be scored on the basis of the highest academic qualification obtained.

9.16.7 Membership of Professional Bodies (5 points):

A maximum of 5 points is awarded even if a candidate is a member of only one professional body. Applicants are to show evidence of membership of professional bodies/body.

9.16.8 Administrative Responsibilities (5 points):

This criterion carries a maximum of 5 points which shall be fully awarded irrespective of the number of administrative responsibilities borne by a candidate.

- | | | | |
|-----|--|---|----------|
| (a) | Deputy Vice-Chancellor/Provost/Deans/Directors | - | 4 points |
| (b) | HODs/Deputy Deans | - | 3 points |
| (c) | Faculty/Departmental Responsibilities | | |
| | (i) Examinations Officers | - | 2 points |
| | (ii) Level Coordinators | - | 2 points |

9.16.9 Primary Status of Teaching and Publications:

Teaching/Publications are the basic requirements for all academic staff; therefore, all movements in the Academic cadre shall require a considerable number of years of teaching and research output adjudged by the Appointments and Promotions Committee, or External Assessor, where applicable, as reasonable/acceptable.

9.16.10 Confirmation of Appointment for Academic Staff

- (a) Confirmation of fresh pensionable and permanent appointments is two (2) years for all categories of staff.

9.16.11 ACCELERATED PROMOTION

To qualify for accelerated promotion, the staff member shall fulfill the following conditions:

- (i) He/she must carry a full teaching load in the Department for a period of two (2) years.
- (ii) He/she must have obtained double the number of points in publications required for the normal promotion to that rank.
- (iii) Letters of Acceptance of paper accepted for publication shall not be counted for accelerated promotion.
- (iv) No member of staff shall enjoy accelerated promotion twice in his/her career

SECTION TEN

APPOINTMENTS INTO THE HEADSHIP

10.0 Headship of Department

Eligibility

- a. To be eligible for appointment as head of an academic Department or Director of an Academic Unit, the candidate shall be a Professor. A visiting Professor may be required to serve in this capacity. The appointment shall be made by the Vice-Chancellor on the recommendation of the Dean of the Faculty through the Provost of the College (where applicable).
- b. Where there are more than one Professors, normally the most senior (unless he expresses in writing his unwillingness to serve) 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.
- c. Where a Visiting Professor is the head of a department, the headship shall be limited to the tenure of the visiting appointment.
- d. Where a Professor who is also Head of Department or 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.

Where there are no other Professors in a Department, appointment to the professorship shall normally imply concurrent appointment to the Headship of that department for 3(three) years in the first instance and with effect from the date of actual assumption of the responsibility of the office. On the directive of the Vice-Chancellor, the Registrar shall formally write to the new appointee inviting him to head the Department with effect from the date of actual assumption of responsibility of the office unless he has declined in writing to serve in that capacity.

The Responsibilities of the Head of Department

- a. The Head of Department shall be responsible, through the Dean and Provost (where applicable), to the Vice-Chancellor for the smooth running of his Department in particular;
- b. He shall make arrangements for the teaching and examining of all courses as well as for research programmes in his Department;
- c. He shall make budgetary and other proposals for the needs of his Department to the Dean, and operate the budget approved for his Department;

- d. He shall process papers from his Department, through the Dean and Provost (where applicable) for the A&PC;
- e. He shall represent his Department at interviews for the appointment of staff of his Department and also accompany the Dean to meetings as may be required; and
- f. He shall submit an annual report on the activities of the Department to the Academic Planning Unit not later than the 31st July of each year.
- g. An acting head of department who becomes a substantive Head of Department during his tenure as Acting Head shall normally have the period of his acting headship counted as part of his statutory term

10.1 Directorship of Institutes/Academic Units

Appointment as director of an institute/academic unit shall be made by the vice-chancellor only from among the professors in the university for a single term of 3(three) years only. A staff not less than Senior Lecturer may be appointed in acting capacity for not more than one year

10.2 Directorship of Non-Academic Units

Directorship of non-academic units shall be for a period of 5 (five) years single term.

10.3 The Dean of Faculty and the Provost of the College

10.3.1 The Dean of the Faculty

There shall be the Dean of Faculty who shall be the head of Faculty.

The Dean/Provost shall be a Professor elected by the Faculty/College Academic Board and formally appointed by the Vice-Chancellor;

The general guidelines for the elections of the Deans/Provost are set out below:

- a) The Faculty Officer/College Secretary shall arrange for and conduct the election on behalf of the Registrar
- b) A notice of election shall be sent out to each elector at least three weeks before the election and shall also be pasted on the Faculty/College Notice Board and shall:
 - i. Specify the office to be filled;
 - ii. Call for nominations on a Nomination form which shall require the names and signatures of two electors. One as the proposer and the other as the seconder and the name and signature of the nominee signifying his consent;

- iii. state the closing time and date for the receipt of nominations which shall not be less than 14 days from the date of the notice of election; and
 - iv. indicate the date of the election which shall normally be the date of the last Ordinary Meeting of the Faculty/College Academic Board in the academic year.
- c) The names of candidates for election as well as their proposers and seconders shall be published within 24 hours after the close of nominations by the Faculty Officer/College Secretary.
- d) Where there is only one valid nomination received after the closing date of nominations, the Faculty Officer/College Secretary shall publish the name of the candidate so nominated and who will be formally returned at the Faculty/College Academic Board meeting by the Returning Officer.
- e) Where there are two or more candidates, election shall be conducted as follows:
 - i. A ballot box shall be provided and placed at the venue of the meeting of the Faculty/College Academic Board;
 - ii. A ballot paper containing the full names of the candidates arranged in alphabetical order or surnames, shall be issued to each elector at the venue of the meeting of the Board; and
 - iii. The elector shall mark a cross against the candidate of his choice and shall in secret deposit his ballot paper in the ballot box provided. He shall also sign the attendance register.
- f) The Deputy Registrar (Senate) or his representative shall be the Returning Officer.
- g) The candidate with the highest number of votes shall be deemed to be duly elected but in the case of a tie, a fresh election of the tying candidates shall be conducted immediately at the same meeting of the Faculty/College Academic Board to determine the candidate with a majority.
- h) The results of the election shall be signed by the Faculty Officer/College Secretary, the Returning Officer and the Dean of the Faculty/Provost of the College. The result shall be forwarded immediately to the Registrar who shall report the results of the election in writing to the Vice Chancellor for the appointment of the successful candidate as the Dean of the Faculty/ Provost of the College
- i) Every member of the Faculty/College Academic Board shall be an elector.
- j) The Dean shall hold office for a term of 2 (two) years beginning from the 1st day of August of the year in which he is elected. He shall be eligible for re-

election for a term of 2 (two) years after which he may not be elected again until 2 (two) years have lapsed.

- k) Any Professor whose tenure of appointment is less than 2 (two) years shall not be eligible for election as Dean.
- l) Where there is no Professor or when all the Professors or the only Professor in a Faculty decline(s) to serve, or no candidate has been nominated, the Vice-Chancellor shall appoint for any Faculty, an Acting Dean from among the other academic members of the Faculty holding the rank of Reader or Senior Lecturer.
- m) The Acting Dean shall hold office for a term of 1 year in the first instance, renewable for another term of one year only.
- n) The Dean of a Faculty may be removed from office for good cause by the Faculty 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 Faculty Board meeting an election shall be held for a new Dean. The normal term of a Dean so elected shall commence on 1st of August following the date of his election. In the event of an incumbent Dean voluntarily leaving office, the procedure for election of a new Dean shall apply. 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.

The Responsibilities of the Dean:

- i. The Dean shall be Chairman at all meetings of the faculty board when he is present, and he shall be a member of all committees and other boards appointed by the faculty
- ii. In the absence of the dean, the immediate past dean, if present, shall normally preside, otherwise, the board shall elect the chairman from the most senior members of staff present.
- iii. The dean of faculty, where appropriate, shall exercise superintendence over the academic and administrative affairs of the faculty. It shall be the function of the dean to present to the convocation for the conferment of degrees, persons who have qualified for the degrees of the university at examinations held in the branches of learning.
- iv. He shall submit annual report of the faculty to the academic planning unit not later than 31st July of each year.
- v. Notwithstanding anything to the contrary in any statute of the University and, without prejudice to the right of the faculty board to also exercise its power of removal of a dean, and staff holding an elective or appointive academic post (other than his/her primary duties of research and teaching) may be removed from the said elective or appointive academic post, by the Vice-Chancellor, Senate or Council.

- vi. Where a person who is holding an academic position is removed pursuant to the provisions in (v) above, it shall be legitimate for the Vice-Chancellor to appoint another person in acting capacity for the post.
- vii. 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.
- viii. The removal in pursuant to (v) above should be reported to Council within 3 (three) months of such removal.
- ix. Where the Council ratifies the action in (v) above, the electing or appointing body shall be required to, not later than 6 (six) 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.
 - i. Nothing in this section shall prevent the University or Council from exercising disciplinary action against the removed officer.
 - ii. Where the Council does not approve the removal in accordance with (viii) above, the electing or appointing body shall be required to, within 4 (four) months of removal, elect or appoint the removed officer or any other qualified person it deems fit.
 - iii. Where the removed officer is re-appointed or re-elected in accordance with (viii) above, he shall be eligible to complete the residue of his tenure.

10.3.2 The Provost of the College

There shall be a provost of a college who shall be the Head of the college. The Provost shall be any qualified Professor (in the case of College of Medicine, he should be a medically qualified person) elected by the Academic Staff Assembly of the College and formally approved by the Vice-Chancellor. Any professor whose tenure is less than five years shall not be eligible for election as Provost

- i. The Provost shall hold office for 4 (four) years beginning with 1st August of the year in which he is elected. He shall thereafter not be eligible for re-election until at least four years have elapsed.
- ii. The Provost 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. Following the removal of a Provost as herein provided, one of the Deans in the College shall be appointed the Acting Provost by the Vice-Chancellor, provided that at the next Academic Staff Assembly meeting an election shall be held for a new Provost. The normal term of a Provost so elected shall commence on the 1st August following the date of his election. In the event of an incumbent Provost voluntarily leaving office, the procedure in 2.18.3 shall apply. This provision is without prejudice to the power vested in the Vice-Chancellor/ Council by the Act or Statute(s).

The Responsibility of The Provost:

- i. The Provost shall be chairman of all meetings of the academic staff assembly of the college when he is present and shall be a member of all committees and other boards appointed by the college.
- ii. In the absence of the Provost, the immediate past Provost, if present shall normally preside. Otherwise, the most senior Dean in attendance shall preside.
- iii. The Provost shall exercise general superintendence over the academic and administrative affairs of the college. It shall be the function of the Provost to present to convocation for the conferment of degrees of the University at examinations held in the branches of learning for which responsibility is allocated to the College.
- iv. The Provost shall submit an annual report of the College to the academic planning unit not later than 31st July of every year.

10.4 Combination of Certain Functions

No person shall hold more than one of the posts of Deputy Vice-Chancellor, Provost of a College, Dean of Faculty, Head of Department, Director of Institute or any other such post at the same time except for the purpose of meeting some specific needs with the approval of the Vice-Chancellor

SECTION ELEVEN

OTHER MATTERS

11.0 Recognition of Service to the University

11.1 Principal Officers

- i. Vice-Chancellor
- ii. Deputy Vice-Chancellor(s)
- iii. Registrar
- iv. Bursar
- v. Librarian

The above Principal Officers at the end of their tenure, are entitled to go with their official cars and furniture in their homes. However, Deputy Vice-Chancellor(s) can only go with their official cars and furniture after serving two terms (4 years) as DVC

11.2 Terminal Leave for Principal Officers, Deputies and Equivalent

The Vice-Chancellor, Deputy Vice-Chancellor, Registrar, Bursar, University Librarian and any other staff on CONTISS 14 or CONUASS 6 and above who have not previously enjoyed sabbatical leave or its equivalent (except Principal Officers) shall be eligible for one year terminal leave at the end of their service in the University provided they are qualified for such leave in accordance with the provision of these conditions of service

11.3 Line of Communication

All official communications from a member of staff to the Vice-Chancellor or Registrar shall be routed through the staff member's Head of Department/unit and Director/Dean/Provost 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.

APPENDIX I

11.4 ANNUAL PERFORMANCE EVALUATION FORM (APER)

(For Non-Academic Staff only)

File No: _____ Session _____

PART I: To be completed by Member of Staff

- 1) Name: _____
(Underline Surname)
- 2) Department: _____
- 3) Date, Rank and Grade Level on first Appointment: _____
- 4) Date, Rank and Grade Level on last promotion/advancement (if any) _____
- 5) Date, Rank and Grade Level of current appointment (if different from (5) above) _____
- 6) Additional Qualifications/Courses undertaken/Conferences attended during the period under review: _____
- 7)

Qualification/	Institution	Date of Award/Courses Courses etc.
	Duration of Course	

- 8) Brief description of secondary duties (e.g.) secretary ship to Committees: _____
- 9)

Committee	being	served:
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10) PART II (To be completed by Head of Department)
Total No. of days absent on sick leave during period of report: _____

- 11) DISCIPLINARY ACTION
 - (a) Total No. of written warning received: (-10 marks per warning) _____
 - (b) Total No. of Suspensions (-10 marks per suspension) _____
 - (c) Total No. of Surcharges: (-5 per surcharge) _____

APPENDIX II

ADMINISTRATIVE AND OTHER NON-TEACHING STAFF APPOINTMENT AND PROMOTION – SCORE TABLE MINIMUM/REQUIRED SCORES

S/N	CRITERIA	CONTISS 15	CONTISS 14	CONTISS 12 – 13	CONTISS 10 – 11	CONTISS 9	CONTISS 8	CONTISS 7
1.	QUALIFICATION	10	15	25	35	60	70	80
2.	EXPERIENCE Quantity - 30 (Years of Experience) Variety - 10 Quality - 35	75	70	60	50	25	20	10
3.	Community Service	5	5	5	5	5	5	5
4.	Conference/Lectures/Workshop Attendance	10	10	10	10	10	5	5
5.	Total marks obtainable	100	100	100	100	100	100	100
6.	Minimum mark to be scored by the candidate for further consideration for Appointment and Promotion. This should form 40% of the total score.	80%	70%	65%	60%	60%	65%	80%

1 Rank of Staff	2 Teaching	3 Publication	4 Research	5 Qualification	6 Community Service	7 Thesis/Project	8 Administrative Responsibilities	9 Membership of Professional Bodies	10 Performance at Interview	11 Total Minimum Score
Professor Reader Senior-Lecturer Lecturer I Lecturer II Assistant Lecturer Graduate Assistant										

APPENDIX III

APPLICATION OF THE SCORE TABLE

1. QUALIFICATION

Qualification should be scored as shown below:- These scores form part of the table in Appendix III.

S/N	Qualification	CON TISS 15	CON TISS 14	CON TISS 12 – 13	CON TISS 10 – 11	CON TISS 9	CON TISS 8	CON TISS 7
1.	Higher Degree	10	15	25	35	60	70	80
2.	1 st Class	8	13	22	30	55	65	75
3.	2 nd Class Degree	6	11	19	25	50	60	70

APPENDIX IV
APPOINTMENT AND PROMOTION OF ACADEMIC STAFF

Note: MINIMUM SCORE FOR APPOINTMENT/ PROMOTION

Professor	70+Points
Reader	60 Points
Senior Lecturer	50 Points
Lecturer I	40 Points
Lecturer II	30 Points
Assistant Lecturer	15 Points
Graduate Assistant	-

*This score is applicable only during interview

*For fresh appointment into the grade

LIBRARIAN CADRE

1.	POSTS AND SALARIES	
1.1	Graduate Librarian	CONUASS 01
1.2	Assistant Librarian	CONUASS 02
1.3	Librarian II	CONUASS 03
1.4	Librarian I	CONUASS 04
1.5	Senior Librarian	CONUASS 05
1.6	Deputy University Librarian	CONUASS 06
1.7	University Librarian- By appointment	CONSOLIDATED

Note: MINIMUM SCORE FOR APPOINTMENT/ PROMOTION

Professor	70+Points
Deputy University Librarian	60 Points
Senior Librarian	50 Points
Librarian I	40 Points
Librarian II	30 Points
Assistant Librarian	15 Points
Graduate Librarian -	

*This score is applicable only during interview

*For fresh appointment into the grade