




OSUN STATE UNIVERSITY
PMB 4494, OSOGBO

REVISED GUIDELINES FOR PROMOTION OF ACADEMIC STAFF IN THE UNIVERSITY

(As approved by the Appointments and Promotions Committee, 19th November 2020)

 **OFFICE OF THE REGISTRAR**
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1. PREAMBLE

The core functions of a University are: Teaching, Research and Community Service. Osun State University is poised to become a word Class University committed to the pursuit of academic innovation, skilled-based training and tradition of excellence in teaching, research and community service. Towards meeting the achievement of above vision, the University will encourage high productivity among its academic staff through the strict maintenance of fair, equitable and transparent standards of appraisal for all academic staff.

2. OBJECTIVES

- i. To ensure maximum productivity and reward academic excellence of Academic staff.
- ii. To reward professional competences, effective teaching and research.
- iii. To reflect best practices expected of a vintage University.

Assessment for promotion shall be based on the following criteria:

- (i) Teaching quality
- (ii) Research and Scholarly Publications
- (iii) Community Services
- (iv) Administrative Experience
- (v) Competence
- (vi) Leadership and Mentorship
- (vii) Alignment with core values of the University
- (viii) Increased responsibility
- (ix) Integrity

3. ANNUAL REVIEW

Every Academic staff of the University must be reviewed annually to determine his/her continued productivity, fitness and suitability for the position held and to determine whether such staff deserves promotion to the next rank, be given annual increment, have his/her appointment confirmed as full time staff to the retiring age, be warned or required to withdraw his/her services. Toward this end:

- i. All staff must be reviewed once a session.
- ii. At the beginning of a new academic session, each Faculty/College must set out the timetable for Review Panel meetings and communicate this to all Departments and academic staff in the Faculty/College. However, emergency Review meetings can be called if the need arises.
- iii. All Departments must hold Review meetings early enough to meet the Faculty/College Review timetable; Each Departmental Appointment and Promotion Committee should do a comprehensive paper by paper review as part of its recommendations for promotion.
- iv. Any staff member who is of the opinion that he/she is qualified/ready for promotion to the next grade may apply to the Departmental Review Panel stating the justification (s).
- v. A staff member must know the outcome of his/her review and accept or protest if he/she disagrees.

- vi. At the end of an academic session, each Faculty/College must present a list of all those who submitted themselves for review that academic year and a summary of the decisions reached in each case.
- vii. Any staff member who fails to submit his/herself for review in a session shall not be reviewed for promotion for that particular session again. Hence, Review cannot be initiated retroactively, although, in the case of promotion exercises involving external assessment, a particular review case may not be concluded in the same Review year. However, staff on sabbatical and other approved leave can submit themselves for review at the end of their leave, **but** not later than six weeks from the end of the approved leave to be considered for promotion year.
- viii. The Department/Faculty/College shall exercise its discretion to request a staff who has refused/neglected/failed to present him/herself for an annual review exercise to state the reasons behind such refusal.
- ix. If a case for promotion at any level fails, the affected staff cannot be re-presented for one year; the affected staff/Head of Department/ Dean/Provost should be duly informed.
- x. Under normal circumstances, no contract staff would be promoted.
- xi. A candidate aspiring to the Professorial cadre would be expected to show mentorship by initiating collaborative researches and proven academic leadership.
- xii. Among others, the following unethical and unscholarly practices shall be treated as serious academic fraud and, if proven, shall attract sanctions:
 - a. An act of self-plagiarism;
 - b. Deceptive form of plagiarism;
 - c. Forging results that never emanated from research effort;
 - d. Fraudulent or fake online Journals.
 - e. Duplication, Fabrication and Overlapping in Publications.
- xiii. In putting up a candidate for promotion, the Chair of the relevant A&PC at the Department level shall **indicate clearly the progress the candidate has made since the last promotion**, bearing in mind the following parameters:
Scholarly outputs such as:
 - a. Books/papers published in journals, conference proceedings, etc.
 - b. Patents, Scientific inventions, creative works, etc., obtained.
 - c. Workshops, Seminars, Conferences etc. attended.
 - d. Academic or professional qualifications obtained.

4. GUIDELINES ON ACCEPTABLE PUBLICATIONS/AUTHORSHIP

- i. The following categories of publications are recognized for purposes of assessment: Books/Chapters in the Books, Journal Articles, Electronics Publications from reputable sources and Refereed Conference Proceedings, as well as Monographs, Review Articles, Technical Reports, course material, Book Reviews and creative works (sculpture Arts works, Printing, Musical works e.t.c.), Patent and Designs and Copyright. However, the creative works should not be more than **10%** of the total publications.
- ii. All Publications must possess outstanding academic quality, originality and contribution to knowledge. The Candidate should have published in a range of national publications (journals, books, chapters in books, or artistic presentations) in the field that demonstrate emerging leadership.
- iii. Publications not in print at the time of application for promotion shall constitute not more than 10% of the candidate's publications for assessment from Assistant Lecturer to Senior Lecturer grade. The **validity of any letter of acceptance** shall be for a **maximum of two years**.
- iv. The publications that are not in **PRINT** as at the time of application for promotion shall not be acceptable for candidates' assessment to the **Professorial cadre (Associate Professor and Professor)**

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- v. Journals based in Colleges of Education and Polytechnics/Monotechnics are **not** acceptable for promotion purposes;
- vi. A Candidate for promotion should not have more than 30% of his/her total number of journal papers in the same journal, and Journal articles must have an adequate spread.
- vii. Joint/multiple authorship: For candidate to move from **Lecturer I to Senior Lecturer** he/she must demonstrate ability to initiate/lead research and as such must have been **the lead/sole author in at least 20% of his/her total publication, while 40% is applicable for Associate Professor and full Professorship.**
- viii. Publications shall be assessed for promotion exercise in respect of their contribution(s) to knowledge in the relevant field and relevant to the use of knowledge.
- ix. Books, Chapters in books, Proceedings, Monographs/Creative Writing, Technical Reports, Patents and coursewares should not constitute more than **40%** of the total publications of candidates for promotion to any cadre.
- x. Publications dated later than **31st July** of the promotion year are not acceptable for promotion.

Books

For the purpose of promotion exercise, a book is regarded as a publication of more than fifty-six (56) pages, according to UNESCO definition. **Textbooks published for primary and secondary schools are NOT acceptable for promotion purposes.** A book must have an ISBN number and publisher must be those that are recognized by:

- i. Department and Faculty
- ii. Academic Unit at the University level; research centers (Public and Private) and professional bodies (Academic and Technical)
- iii. others as may be decided upon from time to time; and
- iv. the author of a book should **not be below** the rank of Senior Lecturer.
- v. A book must be authored or edited by a reputable scholar and published by a reputable publishing house.
- vi. Books, Chapters in books, Proceedings, Monographs/Creative Writing, Technical Reports, Patents and coursewares should not constitute more than **40%** of the total publications of candidates for promotion to any cadre.

Journals

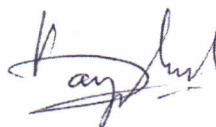
- i. Hard copies of the Journal or electronic Journals must come from reputable sources and have an ISSN number and must be peer reviewed; For avoidance of doubt, Journals acceptable for assessment shall be the ones from Universities/Research institutes, Professional associations and reputable publishing outlets.
- ii. Journals based in Colleges of Education and Polytechnics/Monotechnics are **not** acceptable for promotion purposes; and
- iii. Journal articles must have an adequate spread.
- iv. A Candidate for promotion should not have more than 30% of his/her total number of journal papers in the same journal.

Electronic Publications

Electronics Publication can only be accepted on the conditions that they are from reputable sources and have authentication of the hard copy by the publisher.

Conference Proceedings

Multiple contributions by an author in the same Conference Proceeding should be scored as one.




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Monographs and Technical Reports

Monographs and technical reports must bear the imprint/certification of sponsoring agencies;

Patents

Patents shall be considered if they include verifiable National or Regional Problems. Only certified patent that is registered with the relevant and allocated appropriately patent number will be considered. Copyrights are recognised intellectual works and must be certificated.

Creative work

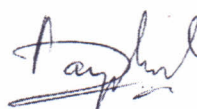
A Creative work shall be defined as tangible idea in a substantive form or a validated process. This work shall be assessed by an external competent professional sourced from a relevant professional body who must not be less than a fellow of his professional body or shall have been a professor.

Course materials

A course material shall be defined as self-instructional coursewares that have undergone the scrutiny of the course development team which include reviewers, instructional designers and editors. This must be approved for use by the Senate of Osun State University.

JOURNAL VERIFICATION (VERIFICATION OF PUBLICATIONS)**Guidelines for Publications Verification Committee**

- a. All candidates seeking promotion to the ranks of Assistant Lecturer to Lecturer I shall have their publications verified at the Faculty and recommended to the Central A&PC for consideration.
- b. Faculties Journal verification Committee shall ensure strict compliance to the guidelines for acceptable publications.
- c. Candidates for the rank of Senior Lecturer and above shall have their publications verified at the Faculty and Central Journal Verification Committee for onward recommendation to the Appointment and Promotions Committee for consideration.
- d. For any publication to be acceptable, it must satisfy the following;
 - i. Published by reputable and recognized universities, research institutes/centers or reputable/recognized learned societies and professional associations.
 - ii. Published by reputable publishers or outfit such as, Elsevier, Routledge, Taylor and Francis, De Gruyter, Sage, Wiley, etc.
 - iii. Published by University Press (UPPLE)/ Universities Publishing Press belonging to accredited universities within and outside Nigeria, and other reputable and recognized academic publishers such as Macmillan, Heinemann, Textflow etc.
- e. Publication (Journals and Conference Proceedings) shall be considered as standalone/Private/Non-Governmental Organization (NGO), if they fall within the following groups;
 - i. Floated and solely managed by individuals.
 - ii. If the conference is organized by non-learned societies/associations.
 - iii. If the conference is organized by the third party in-conjunction or without an academic association.
- f. Unrefereed conference proceedings is not acceptable.
- g. Refereed conference proceedings from a predatory organization /unrecognized/ organizations/third party shall not be acceptable.
- h. For a book to be acceptable, it must be published by an academic publisher.
- i. Specifically, books published by predatory and/or unrecognised publishers are not acceptable.
- j. Publications (books, journals. etc) from an unrecognized or unaccredited university, research institute, dubious association / society are not acceptable.



MEMBERSHIP

- a. Members of the Faculty Verification Committee Shall not be less than rank of Senior Lecturer, while the Chair Shall be a Professor
- b. Membership of the Central Journal Verification Committee shall be made up of only Professors, while the Chair of the Committee Shall be the Deputy Vice-Chancellor, Academic, Research, Innovations and Partnerships (ARIP).

5. SCORING SYSTEM FOR PUBLICATIONS

Each publication shall be scored using the following system:

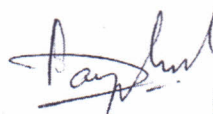
S/N	Category	Score	Remarks
1.	Authored Books (Sole/co-authored)	0 – 10 points	
2.	Edited Books	0 – 5 points	Individual chapters contributed by the Editor(s) to be scored separately subject to a maximum of two chapters.
3.	Chapters in Books	0 – 5 points	Maximum of two chapters in a book to be scored for an author.
4.	Book Reviews (in academic journals)	0 – 2 points	Maximum of three permitted
5.	Journal Articles	0 – 5 points	
6.	Review Articles (full length)	0 – 3 points	Maximum of three permitted
7.	Refereed Conference Proceedings	0 – 5 points	Maximum of three permitted
8.	Monographs	0 – 5 points	Maximum of three permitted
9.	Technical Reports	0 – 2 points	Maximum of three permitted
10.	Creative Works (sculpture Arts works, Printing, Musical works etc.)	0 – 5 points	Maximum of three permitted (Not more than 10% of his/her publications)
11.	Patents, Copy Rights Designs	0 – 10 points	
12.	Course material	0-5 points	Maximum of three permitted


Scoring of Joint Publications:

When an article is published by multiple authors, each author shall be allotted the maximum points score of the publication by the assessor.

EVIDENCE OF PRODUCTIVITY OF AN ACADEMIC STAFF IN THE LINE OF SERVICE

- (a) Minimum Number of Publications For Promotion To Various Cadres



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S/N	Position	Minimum Required Publications
1	Professor	25
2	Associate Professor	20
3	Senior Lecturer	15
4	Lecturer I	6
5	Lecturer II	3
6	Assistant Lecturer	Evidence of Ph.D. Registration

(b) MINIMUM POINTS/SCORES FOR PROMOTION TO THE VARIOUS CADRES

Grade Sought	Minimum points for Publication	Minimum Score for Promotion to each Academic position.	Remarks
Assistant Lecturer to Lecturer II	10	16 out of 90	Movement from Assistant Lecturer to Lecturer II position should, as much as possible be based on evidence of Registration for Ph.D.
Lecturer II to Lecturer I	Staff with Ph.D:10 Staff without Ph.D:15	With Ph.D: 22/90 Without Ph.D: 24.5/90	<ul style="list-style-type: none"> Staff who attained the rank of Lecturer II by promotion without Ph.D shall be required to obtain the Ph. D. before further consideration for promotion. Staff who were appointed Lecturer II without Ph.D. who have spent three years in post could be considered for promotion to Lecturer I but Ph.D. is required to move to Senior Lecturer
Lecturer I to Senior Lecturer	30	40/100	Staff on Lecturer I grade can also be promoted upon the acquisition of Ph.D.
Senior Lecturer to Associate Professor	50	57/100	For an Academic staff to move from the position of Senior Lecturer to the position of Associate Professor he/she must have as part minimum score of two (2) points: One (1) point for supervision of a PhD student and 0.5 point for a master's student supervision where applicable (Supervision of Residents apply in the case of candidates from College of Medicine). A maximum of 25% minimum shall be allocated to books

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Associate Professor to Professor	70	75/100	From Associate Professor to Professor he/she must have as part of the total score minimum score of three (3) points: One (1) point for supervision of a PhD student and 0.5 point for a master's student supervision where applicable (Supervision of Residents apply in the case of candidates from College of Medicine). A maximum of 30% out of the 70% minimum point shall be allocated to books.
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Note- (1) Academic staff with Master's Degree and Professional qualification in Accounting, Engineering, Nursing, Law and Medicine can be considered for appointment as Lecturer II, Such qualification includes M.Sc. Accounting with ACCA, ACA, ANA; MSc Banking and Finance with ACIBN, LL.M and B.L and any other statutorily recognised professional certificate and M.Sc. Engineering with COREN can be considered for Lecturer II.

Also, M.Sc. and Professional Certificate in Nursing will qualify for appointment as Lecturer II and MBBS with Fellowship Professional certificate will qualify for Lecturer I.

a. ACCEPTABLE PERCENTAGE OF PUBLICATIONS IN LOCAL JOURNALS

Up to Lecturer I

Not more than 80% of the Publication should have been published in the immediate locality (i.e. in learned journals published within Nigeria)

Senior Lecturer

Not more than 70% of the Publication should have been published in the immediate locality (i.e. in learned journals published within Nigeria)

Professorial Cadre (Associate Professor and Professor

Not more than 60% of the Publication should have been published in the immediate locality (i.e. in learned journals published within Nigeria)

b. EXPERIENCE- Adequate Experience shall be defined as follows:

1. Assistant Lecturer to Lecturer Grade II – 3years unless higher educational qualification is obtained for regrading.
2. Lecturer II to Lecturer I – 3years
3. Lecturer I to Senior Lecturer – 3years
4. Senior Lecturer to Associate Professor– 3years
5. Associate Professor (Reader) to Professor – 3years.

This can be summarised in the table below:

S/N	Rank	Waiting period (Minimum Years of Experience)	Percentage of Offshore Publications	Percentage of Onshore publications
1	Professor	3 years	40 % Offshore	60% Onshore
2	Associate Professor	3 years	40 % Offshore	60% Onshore

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3	Senior Lecturer	3 years	30 % Offshore	70% Onshore
4	Lecturer I	3 years	20% Offshore	80% Onshore
5	Lecture II	3 Years unless except with the acquisition of higher qualifications		
6	Assistant Lecturer	3 Years except with the acquisition of higher qualifications		

***Note: Candidates undergoing postgraduate studies shall be entitled for promotion ONLY once while on postgraduate studies.**

c. ACCELERATED PROMOTION

A staff member may be presented for accelerated promotion to the next grade level (but not beyond Senior Lecturer grade) after two years provided such staff had demonstrated extraordinary contributions and excellence in all four major areas of consideration, viz., teaching, research, community service and award of research grants. However, such staff member shall be required to satisfy a panel of assessors in an interview to be organised at the **central selection panel level** before the recommendation of the Departmental, Faculty and College Review Panels are presented for consideration of the Appointments and Promotions Committee.

d. COMMUNITY SERVICE

The concept of service shall be understood to mean the totality of contribution to the University Community and the nation outside teaching research. Community service refers to provision of service by which a member of academic staff impacts on the University Community and for larger society.

PROCEDURES

- a. There shall be a Central Appointments and Promotions Committee (A&PC) of the University headed by the Vice-Chancellor. Members will include the Deputy Vice-Chancellors, Registrar, University Librarian, Provost, College of Postgraduate studies, and Deans of Faculties. The A&PC shall consider all recommendations for appointment, confirmation and promotion within the academic staff cadre provided that in the appointment of Professors, Associate Professors or equivalent positions the reports of External Assessors appointed by the Vice-Chancellor have been considered. Every College, Faculty and Department shall constitute an Appointments and Promotion Committee. The quorum of the Central A&PC Committee shall be 50% of its membership one of whom must be a member of Council.
- b. Membership of the College A&PC shall comprise of the Provost, all Professors, Deans of Faculty(ies) and Heads of Departments with the Provost serving as chairman. The College Secretary shall serve as the secretary.
- c. At the Faculty Level, the Appointment and Promotion Committee shall comprise of the Dean, all Professors, all Head of Departments, Senior Lecturers and above, while the Dean serves as the Chairman. The Faculty officer shall serve as the secretary.

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- d. At the Departmental level, the Appointments and Promotions Committee shall comprise the Head of Department (as Chairman) and all Academic staff not below the rank of Senior Lecturer. Where there are no Senior Lecturers and above, the Faculty A&PC will suffice.
- e. The Departmental A&PC shall meet to consider all cases for promotion. Recommendations for promotion by the Departmental Committee, together with the minutes of the meeting must be processed to the Faculty A&PC, which shall meet before processing the recommendations to the Central A&PC.
- f. The Faculty A&PC shall meet to consider all cases for promotion. Recommendations for promotion by the Faculty Committee, together with the minutes of the meeting must be processed to the College Review, which shall meet before processing the recommendations to the Central A&PC.
- g. The committee to consider applications to the professorial cadre shall exclude all non-professorial members. However, only full Professors shall sit for any consideration for a full professorship.

Only academic staff not currently on leave (study leave, postdoc, or the sabbatical) shall be eligible for consideration for promotion. However, for members of staff whose papers had been submitted and were being considered before such a member proceeded on leave (study leave, postdoc, or the sabbatical) the promotion shall be processed.

Appointment or promotion to the rank of Professor can only be approved for any faculty in the University subject to the following:

The applicant must have occupied or headed at least one leadership position with the trait of exemplary leadership established, either in the Committee, Directorate, Department, or Faculty/College, in the University.

FORMAT FOR ANNUAL REVIEW OF ACADEMIC STAFF

1. PERSONAL DETAILS

- i. Name of staff (Surname first in capitals)
- ii. Date of Assumption of Duty
- iii. Position on First Appointment
- iv. Current position
- v. Date of Present Appointment/Position
- vi. Date of Confirmation of Appointment
- vii. Present Salary

2. ASSESSMENT:

1. Preamble/Introduction
2. Teaching Qualities (20 points):
 - i. Number of years of teaching in the department/University/University Level(5Points, 1/2mark for each of service subject to a maximum of ten years);
 - ii. Teaching load, including staff advisory services/counselling of students (10 points);
 - iii. Summary of Rating from student assessment (5Points);

	Minimum Required
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Total Marks Obtainable (Teaching)	Assistant Lecturer to Lecturer II	Lecturer II to Lecturer I	Lecturer I to Senior Lecturer	Senior Lecturer to Associate Professor	Associate Professor to Professor
20	06	08	10	12	14

NOTE

It should be noted that quality assessment of staff should be provided by the Directorate of Qualities Assurance. Also rating from the student should not be less than sixty Percent (60%) and above for Senior Lecturer and above. While forty percent (40%) for Lecturer I and others.

3. RESEARCH (10 POINTS):

- On-going research, including Designs, patents and inventions (5points);
- Thesis are dissertation supervision (5 Points); and
- Research reports, including seminars and occasional papers (to be reported only and not scored)

Total Marks Obtainable Research	Minimum Required				
	Assistant Lecturer to Lecturer II	Lecturer II to Lecturer I	Lecturer I to Senior Lecturer	Senior Lecturer to Associate Professor	Associate Professor to Professor
10	03	04	05	06	07

4. **PUBLICATION (50 POINTS):** Summary to indicate number, spread and progress since last promotion (Total cumulative score under publications to be divided by two)

Total Marks Obtainable (Publications)	Minimum Required				
	Assistant Lecturer to Lecturer II	Lecturer II to Lecturer I	Lecturer I to Senior Lecturer	Senior Lecturer to Associate Professor	Associate Professor to Professor
50 (Total raw score of 100 to be divided by two)	10	Staff with PhD: 10 Staff without PhD: 15	30	50	70

5. Professional Competence (points, 1 mark per items) (where applicable, including evidence of internal/national and external including international recognition). Items that can be scored under this heading include, but are not limited to editorship of national journals, member of the editorial board of internationally recognised academic journals, service to other Universities as external examiners, leadership of national or international academic societies, awards, (national/international) grants and recognitions, commendation at the University-wide level. etc.)

Minimum Required

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Total Marks Obtainable (Professional Competence)	Assistant Lecturer to Lecturer II	Lecturer II to Lecturer I	Lecturer I to Senior Lecturer	Senior Lecturer to Associate Professor	Associate Professor to Professor
05	Not Applicable	Not Applicable	01	02	04

Academic Leadership/Maturity/Grant/Supervision/Mentorship

(5 points) (for staff membership aspiring to the rank of Senior Lecturer, Associate Professor and Professor).

Total Marks Obtainable (Academic Leadership/Maturity/Grant/Supervision/Mentorship)	Minimum Required				
	Assistant Lecturer to Lecturer II	Lecturer II to Lecturer I	Lecturer I to Senior Lecturer	Senior Lecturer to Associate Professor	Associate Professor to Professor
05	Not Applicable	Not Applicable	03	02	03

6. Service and Administrative Skill (10points)

- Departmental Level (Including willingness to accept assignments): 4 points
- Faculty/College Level: 2 points
- University Level: 2 Points
- National/ International Level: 1 point

Total Marks Obtainable (Service and Administrative Skills)	Minimum Required				
	Assistant Lecturer to Lecturer II	Lecturer II to Lecturer I	Lecturer I to Senior Lecturer	Senior Lecturer to Associate Professor	Associate Professor to Professor
10	02	05	06	07	08

7. General Assessment / Recommendation including a definite statement as to whether or not the staff member is recommended for one of the following):

- Promotion to the next grade.
- Ordinary/normal annual increment in salary
- Confirmation of the appointment to retiring age
- Commendation of Excellent performance, but not promotion (if candidate has not satisfied the minimum waiting period for promotion to the next grade;
- Promotion with commendation;
- Warning
- Determination of appointment / disengagement from service on the basis of lack of productivity.

Staff member's comment: I agree/ disagree with the above assessment / recommendation

Name, Signature of Staff Member and Date:

Name, Signature of Officer making recommendations and Date (Head, of Department/Dean/Provost):

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e. SUMMARY OF SCORING PROFILE/MINIMUM POINTS REQUIRED

STATUS DESIRED	T	R	P	PC	S/M	AL/M	S/ADS	TOTAL MINIMUM REQUIRED
Assistant Lecturer to Lecturer II	06	03	10/100(05)	NA	NA	NA	02	16 out of 90
Lecturer II to Lecturer I	08	04	With Ph.D: 10/100 (05) Without Ph.D: 15/100 (7.5)	NA	NA	NA	05	With Ph.D: 22/90 Without Ph.D: 24.5/90
Lecturer I to Senior Lecturer	10	05	30/100 (15)	01	NA	03	06	40/100
Senior Lecturer to Associate Professor	12	06	50/100 (25)	02	1.5	3.5	07	57/100
Associate Professor to Professor	14	07	70/100 (35)	04	03	04	08	75/100

KEY:

Teaching = T

Research = R

Publications=P

Professional Competence=PC

Supervision /Mentorship = SM

Academic Leadership/Maturity =AL/M;

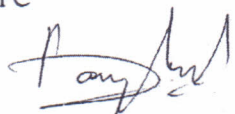
Service/Administrative Skills =S/ADS

Review: These guidelines are subject to review from time to time.

PROCEDURE FOR ESTABLISHING A *PRIMA FACIE* QUALIFICATION FOR PROMOTION TO THE RANKS OF ASSOCIATE PROFESSOR AND PROFESSOR

There are six stages in the promotion process to the ranks of Associate Professor and Professor:

- Initial Recommendation from the Department
- Preliminary Assessment by the Faculty
- College Approval of the Preliminary Assessment of the Faculty for further processing to Central A and P
- Establishment of PFQ by the A and PC
- External Assessment




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vi. **Final Pronouncement**

i. **Initial Recommendation**

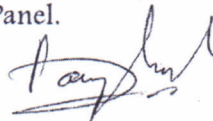
- a. A case for promotion of a member of staff to the rank of Associate Professor or Professor could be initiated either by the Departmental Review Panel or at the instance of the candidate if he/she considers him/herself ripe for promotion.
- b. A case is made when an initial recommendation for promotion to the Grade of Associate Professor or Professor is made by the competent authority.
- c. When the Department of the affected staff is headed by a full Professor, the competent authority for making the initial recommendation shall be the Head of Department.
- d. When the Department is headed by a person below the rank of full professor, the recommendation shall be initiated by the Dean of the Faculty who should also be a full Professor
- e. When the Department is headed by a person below the rank of full Professor but there is/are full professor(s) in the Department, the Department may initiate the case but the Departmental Review Meeting for the purpose shall be chaired by a Professor nominated to serve in that capacity for the purpose of the exercise and who will be responsible for making the recommendation. This nomination shall be a competent authority.

ii. **Preliminary Assessment by the Faculty**

- i. When the Departmental Review Panel is convinced that a case could be made for promotion to the rank of Associate Professor/Professor, the recommendation along with supporting documentation including the full Curriculum Vitae, Summary of Contribution to knowledge, and the paper-by-paper assessment with all the publications scored using approved criteria, shall be forwarded for the consideration of the Faculty Review Panel
- ii. If the Faculty Review Panel is satisfied that a case could be made for processing the request further, the Dean shall request for two sets of the complete publications of the candidate being assessed and he/she shall forward same to two preliminary assessors, knowledgeable in the field of the candidate, who will advise the Faculty Review Panel on the suitability or otherwise of the candidate's publications for the purpose of promotion to the desired cadre.
- iii. As much as possible, one of the preliminary assessors shall be from within, while the other may be from outside the Faculty, or University if necessary.
- iv. The two preliminary assessors' reports, which shall include full paper-by-paper assessment, would be presented at a Faculty Review Panel Meeting properly constituted with at least two Professors from cognate Faculties in attendance.
- v. If the Faculty Review Panel is satisfied that a case for promotion has been made, the two assessors' reports shall be signed by all professors present at the meeting and thereafter forwarded to the Provost under confidential cover.
- f. The Minutes and recommendations of the Faculty Review Panel as well as the minutes of the Review Panel meeting that considered the initial report shall be forwarded to the College Review Panel for consideration and further processing to the Central Appointments and Promotions Committee..

iii. **Consideration at the College**

- a. When the Faculty Review Panel is convinced that a case could be made for promotion to the rank of Associate Professor/Professor, the recommendation along with supporting documentation including the full Curriculum Vitae, Summary of Contribution to knowledge, and the paper-by-paper assessment with all the publications scored using approved criteria, shall be forwarded for the consideration of the College Review Panel.



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- b. If the College Review Panel is satisfied that a case could be made for processing the request further, the Provost shall summon a meeting of the College Review Panel to consider the faculty report.
 - c. The College Review Panel upon consideration of the reports of the assessors from faculty Review Panel shall recommend for further processing to the Central Appointments and Promotions Committee, the suitability or otherwise of the candidate for the purpose of promotion to the desired cadre.
 - d. If the College Review Panel is satisfied that a case for promotion has been duly made, **the Faculty recommendations and two signed Faculty reports, and College recommendations** shall thereafter be forwarded to the Vice-Chancellor under confidential cover.
 - e. The **Minutes and recommendation of the College Review Panel as well as the minutes of the Faculty Review Panel** shall be forwarded to the Central Appointment and Promotions Committee for consideration for establishment of PFQ.
- iv. **Establishment of PFQ by the Central Appointments and Promotions Committee**
- The reports of the two internal assessors shall be considered by the College Review Panel who, if satisfied, shall forward its recommendation for consideration of the Appointments and promotions Committee along with the Minutes of the Meetings of the Panel that considered the initial recommendation and the report of the internal assessment.
- For candidates being considered for promotion to the ranks of Associate Professor and Professor after the Appointment and Promotion Committee has established a *Prima Facie* case, his/her publications shall be sent to the Central University Publications Vetting Committee to screen and authenticate the quality of such publications before they are sent out for external assessments to ensure conformity with best academic standards. Each application should be accompanied with a maximum of two page write up on the research focus of the candidate.
- v. **External Assessment**
- a. If the interview Panel is satisfied, the Vice-Chancellor shall be requested to conduct an external, independent assessment of the candidate's research publications.
 - b. The Vice-Chancellor shall request the Provost of the College to provide a list of six potential external assessors, **two of which should be offshore**. The assessors should be knowledgeable in the candidate's area of research specialization. The list should be accompanied with justification for each name recommended. The Vice-Chancellor shall be at liberty to select any three names including a foreign assessor on the list or select assessors outside the list.
- vi. **Final Pronouncement**
- The case for promotion would be re-presented to the Appointments and Promotions Committee when the Vice-Chancellor has received the reports of the external assessors. For the case to be considered successful, there shall be at least two clearly positive assessors' recommendation for promotion to the desired cadre. The two positive recommendations **must** include the one for the external assessors. The case would be considered to have failed if at least two of the three external assessors' reports are negative. The Committee shall thereafter make a final pronouncement and recommendation to Council.

Hayden

Grade Sought	Minimum points for Publication	Minimum Score for Promotion to each Academic position.	Remarks
Assistant Lecturer to Lecturer II	10	16 out of 90	Movement from Assistant Lecturer to Lecturer II position should, as much as possible be based on evidence of Registration for Ph.D.
Lecturer II to Lecturer I	Staff with Ph.D:10 Staff without Ph.D:15	With Ph.D: 22/90 Without Ph.D: 24.5/90	<ul style="list-style-type: none"> Staff who attained the rank of Lecturer II by promotion without Ph.D. shall be required to obtain the Ph. D. before further consideration for promotion. Staff who were appointed Lecturer II without Ph.D. who have spent three years in post could be considered for promotion to Lecturer I but Ph.D. is required to move to Senior Lecturer
Lecturer I to Senior Lecturer	30	40/100	Staff on Lecturer I grade can also be promoted upon the acquisition of Ph.D.
Senior Lecturer to Associate Professor	50	57/100	For an Academic staff to move from the position of Senior Lecturer to the position of Associate Professor he/she must have as part minimum score of two (2) points: One (1) point for supervision of a PhD student and 0.5 point for a master's student supervision where applicable (Supervision of Residents apply in the case of candidates from College of Medicine). A maximum of 25% minimum shall be allocated to books
Associate Professor to Professor	70	75/100	From Associate Professor to Professor he/she must have as part of the total score minimum score of three (3) points: One (1) point for supervision of a PhD student and 0.5 point for a master's student supervision where applicable (Supervision of Residents apply in the case of candidates from College of Medicine). A maximum of 30% out of the 70% minimum point shall be allocated to books.

Note- (1) Academic staff with Master's Degree and Professional qualification in Accounting, Engineering, Nursing, Law and Medicine can be considered for appointment as Lectures II, Such qualification includes M.Sc. Accounting with ACCA, ACA, ANA; MSc Banking and

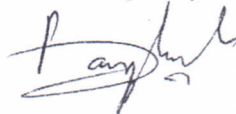
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Finance with ACIBN, LL.M and B.L and any other statutorily recognised professional certificate and M.Sc. Engineering with COREN can be considered for Lecturer II.

Also, M.Sc. and Professional Certificate in Nursing will qualify for appointment as Lecturer II and MBBS with Fellowship Professional certificate will qualify for Lecturer I.



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REVISED GUIDELINES FOR PROMOTION OF ACADEMIC LIBRARY STAFF IN THE UNIVERSITY

(As approved by the Appointments and Promotions Committee, 19th November 2020)

1. PREAMBLE

The core functions of a University are Teaching, Research and Community Service. Osun State University is poised to become a world Class University committed to pursuing academic innovation, skilled-based training and tradition of excellence in teaching, research and community service. Towards meeting the achievement of the above vision, the University is poised to encourage high productivity among its academic library staff through the strict maintenance of fair, equitable, and transparent appraisal standards for all academic library staff.

2. OBJECTIVES:

- i. To ensure maximum productivity and reward academic excellence of Academic library staff.
- ii. To reward professional competencies and research.
- iii. To reflect best practices expected of a vintage University.

3. PROMOTION OF ACADEMIC MEMBERS OF THE LIBRARY STAFF

- i. Assessment for promoting an academic member of the Library staff shall be based on professional competence, research/publications, administrative effectiveness and contribution to national and University development.
- ii. Professional competence shall be assessed in terms of performance on the job, including the quality and quantity of output and the effectiveness of the services.
- iii. The University Librarian shall, in his/her recommendation, indicate and comment upon the administrative experience and effectiveness of the member of staff concerned as well as on any contribution to national and University development by the Library staff.

4. COMPOSITION OF DEPARTMENTAL REVIEW PANEL

- | | | |
|---|---|-----------|
| i. University Librarian | - | Chairman |
| ii. All Deputy University Librarian(s) | - | Member |
| iii. Deputy Registrar (Personnel) | - | Member |
| iv. Heads of College Libraries | - | Member |
| v. Administrative Officer (Personnel Affairs) | - | Secretary |

5. COMPOSITION OF LIBRARY REVIEW PANEL

- | | | |
|--------------------------------------|---|-----------|
| i. Deputy Vice-Chancellor (Academic) | - | Chairman |
| ii. University Librarian | - | Member |
| iii. Deans of all Faculties | - | Member |
| iv. Deputy University Librarian | - | Member |
| v. Deputy Registrar (Personnel) | - | Member |
| vi. Heads of College Libraries | - | Member |
| vii. Senior Assistant Registrar | - | Secretary |

6. CRITERIA FOR PROMOTION OF ACADEMIC LIBRARY STAFF:

- i. Publications
- ii. Output or productivity
- iii. Evidence of continuous acquisition of relevant cognate skills and their application;
- iv. Effectiveness of contribution through scholarly publications to development and growth of the science and practice of librarianship; and
- v. Provision of other administrative services relevant to the development of human and material resources in librarianship.
- vi. Mentoring
- vii. Professional Competence

7. PROFESSIONAL COMPETENCE IS DEFINED IN TERMS OF THE FOLLOWING QUANTITATIVE PARAMETERS:

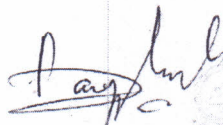
- i. Membership of professional organizations
- ii. Computer literacy; and
- iii. Experience/length of service and point per year of continuous service for a maximum of 10 years.

8. SERVICES AND ADMINISTRATIVE SKILLS ARE EVALUATED AS FOLLOWS:

- i. Job performance/work output/quality of services (Collection, cataloguing, classification, filling)
- ii. Quality of services rendered.
- iii. Attendance and effective participation at meetings at departmental and University levels.
- iv. Discharge of departmental assignments and on University committees.
- v. Involvement in services to the community on campus and the town.
- vi. Membership and participation in national and international Boards.

9. ASSESSMENT AND WEIGHTING FOR PROMOTION (ACADEMIC LIBRARY STAFF)

1. Points system shall be used in the assessment and weighting of Library Academic Staff for promotion.
2. For such category of staff, the points shall be as follows:
 - a. **Academic Qualifications** (Maximum points: 10points)
 - i. A Doctorate Degree – 10points
 - ii. A Master's Degree (obtained by research, e.g. M. Phil) - 8 points
 - iii. A Master Degree (obtained by course work) – 6points
 - iv. A First Class HonoursDegree - 5points
 - v. A Second Class Upper Division Degree - 4 points
 - vi. A Second Class Lower Division Degree -3 points
 - b. **Professional Qualifications** - 5 points
 - c. **Length of professional experience** - 10 points
One (1) point shall be awarded for each year of full-time professional practice on the grade of Assistant Librarian or above in a University Library, or ½ point for each year of professional practice in other types of Libraries.
 - d. **Work Load** One (1) point shall be awarded for every eight hours of work per week, up to a maximum of 5 points
 - e. **Quality of Service** - 10 marks.
Evaluation of the quality of service shall be based on professional competence, dedication to duty, administrative effectiveness, and human relations as assessed by the appropriate Head of Division



f. Publications

Minimum of scores in respect of publications required for promotion or appointment to the following grades shall be:

University Librarian	-	70 points
Deputy University Librarian	-	50 points
Principal University Librarian	-	30 points
Senior Librarian	-	14 points
Librarian I	-	10 points

9. MINIMUM PERCENTAGE SCORES REQUIRED FOR PROMOTION/APPOINTMENT (ACADEMIC LIBRARY STAFF)

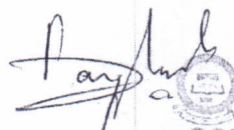
The percentage score shall be calculated on parameters applicable for each candidate. The minimum percentage scores required for promotion/appointment to each of the following posts shall be:

University Librarian	-	70%
Deputy University Librarian	-	55%
Principal University Librarian	-	40%
Senior Librarian	-	20%
Librarian I	-	15%

10. ANNUAL REVIEW OF ACADEMIC LIBRARY STAFF

Every Library staff of the University must be reviewed annually to determine his/her continued productivity, fitness and suitability for the position held and to determine whether such staff deserves a promotion to the next rank, be given annual increment, have his/her appointment confirmed as full-time staff to the retiring age, be warned or required to withdraw his/her services. Towards this end:

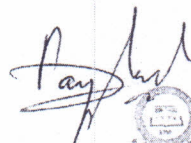
- i. All academic library staff must be reviewed once a session.
- ii. All academic library staff in a University system are expected to engage actively in cutting-edge research. Therefore, all articles should be in reputable and refereed journals and published conference papers.
- iii. At the beginning of a new academic session, the University Librarian must set out the timetable for Review meetings and communicate this to all academic library. However, emergency Review meetings can be called if the need arises.
- iv. The Departmental Review Panel shall hold its Review meeting early enough to allow the Library Review Panel to meet.
- v. Any staff member who thinks that he/she is qualified/ready for promotion to the next grade may apply to the Departmental Review Panel stating the justification(s).
- vi. A staff member must know the outcome of his/her review and accept or protest if he/she disagrees.
- vii. At the end of an academic session, the Library Review Panel must present a list of all those who submitted themselves for review in that academic year and a summary of the decisions reached in each case.
- viii. Any library staff who fails to submit his/herself for review in a session shall not be reviewed for promotion for that particular session again. Hence, Review cannot be initiated retroactively, although in the case of promotion exercises involving external assessment as a particular review case may not be concluded in the same Review year. However, academic library staff on sabbatical and other approved leave can submit themselves for review at the end of their leave, **but** not later than six weeks from the end of the approved leave to be considered for promotion in that year.
- ix. Library Review Panel shall exercise its discretion to request a staff who has refused/neglected/failed to present him/herself for annual review exercise to state the reasons behind such refusal.
- x. If a case for promotion at any level fails, the affected staff cannot be re-presented for two years. The affected staff shall be duly informed.
- xi. Under normal circumstances, no contract staff would be promoted.



- xii. Among others, the following unethical and unscholarly practices shall be treated as serious academic fraud and, if proven, shall attract sanctions:
 - a. An act of self-plagiarism
 - b. Deceptive form of plagiarism
 - c. Forging results that never emanated from research efforts
 - d. Publishing in Fraudulent or fake online Journals.
- xiii. In putting up a candidate for promotion, the University Librarian shall indicate the progress the candidate has made since the last promotion, bearing in mind the following parameters:
 - Scholarly outputs such as:
 - i. Books/papers published in journals, conference proceedings, etc.
 - ii. Workshops, Conferences, etc., attended.
 - iii. Academic or professional qualifications obtained.
- xiv. Recommendation for promotion to the grade of Principal Librarian and above shall be accompanied by a paper-by-paper review of publications and a comprehensive internal assessment report.

11. GUIDELINES ON ACCEPTABLE PUBLICATIONS/AUTHORSHIP

- i. The following categories of publications are recognized for purposes of assessment: Books/Chapters in the Books, Journal Articles, Electronics Publications from reputable sources and Refereed Conference Proceedings, as well as Monographs, Review Articles, Technical Reports.
- ii. Publications that are not in print when applying for promotion shall not constitute more than 10% of the candidate's publications for assessment up to the Principal Librarian.
- iii. The publications that are not in **PRINT** at the time of application for promotion shall not be acceptable for candidates' assessment to **Deputy University Librarian and University Librarian**.
- iv. The validity of any letter of acceptance shall be for a maximum of two years.
- v. Publications shall be assessed for promotion exercise regarding their contribution(s) to knowledge in the relevant field and relevant to the use of knowledge.
- vi. Journals based in Colleges of Education and Polytechnics/Monotechnics are **not** acceptable for promotion purposes;
- vii. A Candidate for promotion should not have more than 30% of his/her total number of journal papers in the same journal, and Journal articles must have an adequate spread.
- viii. Joint/multiple authorship: For candidate to move from **Senior Librarian to Principal Librarian** he/she must demonstrate ability to initiate/lead research and as such must have been **the lead/sole author in at least 20% of his/her total publication, while 40% is applicable for Deputy University Librarian and University Librarian**.
- ix. Publications shall be assessed for promotion exercise in respect of their contribution(s) to knowledge in the relevant field and relevant to the use of knowledge.
- x. Books, Chapters in books, Proceedings, Monographs/Creative Writing, Technical Reports, Patents and coursewares should not constitute more than **40%** of the total publications of candidates for promotion to any cadre.
- xi. Publications dated later than **31st July** of the promotion year are not acceptable for promotion.



Community Services

The concept of service shall mean the totality of contribution to the University Community and the nation outside teaching and research.

Books

1. For promotion exercise, a book is regarded as a publication of more than fifty-six (56) pages, according to UNESCO definition. Therefore, textbooks published for primary and secondary schools are NOT acceptable for promotion purposes. In addition, a book must have an ISBN, and publishers must be those that are recognized by:
 - i. Department and Faculty
 - ii. Academic Unit at the University level, research centers (Public and Private) and professional bodies (Academic and Technical)
 - iii. Others may be decided upon from time to time, and
 - iv. the author of a book **should not be below** Principal Librarian.
 - v. A book must be authored or edited by a reputable scholar and published by a reputable publishing house.
 - vi. Chapters in the books should not constitute more than 30% of the total publication of candidates for promotion to any cadre.

Journals

- i. Hard copies of journals or electronic Journals must come from reputable sources and have an ISSN number.
- ii. Journals based in Colleges of Education and Polytechnics/Monotechnics are **not** acceptable for promotion purposes

Electronic Publications

Electronics Publications can only be accepted on the condition that they are from reputable sources and with authentication of its hard copy by the publisher.

Conference Proceedings

Multiple contributions by an author in the same Conference Proceeding should be scored as one.

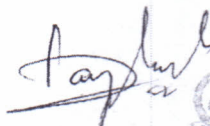
Monographs and Technical Reports

- i. Monographs and technical reports must bear the imprint/certification of sponsoring agencies.
- ii. A candidate for promotion should not have more than 30% of his or her total number of journal papers in the same journal.
- iii. Joint/multiple authorship: For a candidate to move from Senior Librarian to Principal Librarian, he/she must demonstrate the ability to initiate/lead research and, as such, must have been the lead/sole author in at least 20% of his/her total publications, while 30% is applicable for Deputy University Librarian and University Librarian.

12. JOURNAL VERIFICATION (VERIFICATION OF PUBLICATIONS)

Guidelines for Publications Verification Committee

- a. All candidates seeking promotion to the ranks of Assistant Lecturer to Lecturer I shall have their publications verified at the Faculty and recommended to the Central A&PC for consideration.
- b. Faculties Journal verification Committee shall ensure strict compliance to the guidelines for acceptable publications.
- c. Candidates for the rank of Senior Lecturer and above shall have their publications verified at the Faculty and Central Journal Verification Committee for onward recommendation to the Appointment and Promotions Committee for consideration.
- d. For any publication to be acceptable, it must satisfy the following;



- i. Published by reputable and recognized universities, research institutes/centers or reputable/recognized learned societies and professional associations.
 - ii. Published by reputable publishers or outfit such as, Elsevier, Routledge, Taylor and Francis, De Gruyter, Sage, Wiley, etc.
 - iii. Published by University Press (UPP) / Universities Publishing Press belonging to accredited universities within and outside Nigeria, and other reputable and recognized academic publishers such as Macmillan, Heinemann, Textflow etc.
- e. Publication (Journals and Conference Proceedings) shall be considered as standalone/Private/Non-Governmental Organization (NGO) if they fall within the following groups;
- i. Floated and solely managed by individuals.
 - ii. If the conference is organized by non-learned societies/associations.
 - iii. If a third party organizes the conference in conjunction or without an academic association.
- f. Unrefereed conference proceedings are not acceptable.
- g. Refereed conference proceedings from a predatory organization /unrecognized/ organizations/third party shall not be acceptable.
- h. For a book to be acceptable, it must be published by an academic publisher.
- i. Specifically, books published by predatory and/or unrecognized publishers are not acceptable.
- j. Publications (books, journals. etc.) from an unrecognized or unaccredited university, research institute, dubious association/society are not acceptable.

Membership

- a. Members of the Library Journal Verification Committee shall not be less than the rank of Senior Lecturer or equivalent in the Library Cadre, while the Chair shall be the University Librarian
- b. Membership of the Central Journal Verification Committee shall be made up of only Professors. At the same time, the Chair of the Committee shall be the Deputy Vice-Chancellor, Academic, Research, Innovations and Partnerships (ARIP).

13. SCORING SYSTEM FOR PUBLICATIONS

Each publication which must have passed plagiarism tests shall be scored using the following system:

S/N	Category	Score	Remarks
1.	Authored Books (Sole/co-authored)	0 – 10 points	Must be by a reputable Publisher
2.	Edited Books	0 – 5 points	Individual chapters contributed by the Editor(s) to be scored separately subject to a maximum of two chapters.
3.	Chapters in Books	0 – 5 points	Maximum of two chapters in a book to be scored for an author.

4.	Book Reviews (in academic journals)	0 – 2 points	Maximum of three permitted
5.	Journal Articles	0 – 5 points	Must include reputable Nigerian and foreign journals
6.	Review Articles (full length)	0 – 3 points	Maximum of three permitted
7.	Refereed Conference Proceedings	0 – 5 points	Maximum of three permitted
8.	Monographs	0 – 5 points	Maximum of three permitted
9.	Technical Reports	0 – 2 points	Maximum of three permitted

14. SCORING OF JOINT PUBLICATIONS:

When an article is published by multiple authors, each author shall be allotted the maximum points score of the publication by the assessor.

15. ACCEPTABLE PERCENTAGE OF PUBLICATIONS IN LOCAL JOURNALS

Librarian I to Senior Librarian

Not more than 80% of the Publication should have been published in the immediate locality (i.e. in learned journals published within Nigeria).

Senior Librarian to Principal Librarian

Not more than 70% of the Publication should have been published in the immediate locality (i.e. in learned journals published within Nigeria)

Principal Librarian to Deputy University Librarian

Not more than 60% of the Publication should have been published in the immediate locality (i.e. in learned journals published within Nigeria)

Deputy University Librarian to University Librarian

Not more than 60% of the Publication should have been published in the immediate locality (i.e. in learned journals published within Nigeria)

16. EXPERIENCE

Adequate experience shall be defined as follows:

1. Librarian II to Librarian I – 3years unless the higher educational qualification is obtained for re-grading.
2. Librarian I to Senior Librarian I – 3years
3. Senior Librarian to Principal Librarian – 3years
4. Principal Librarian to Deputy Librarian– 3years
5. Deputy Librarian to University Librarian – 3years

This can be summarized in the table below:

S/N	Rank	Waiting period of (Years Experience)	Percentage of Offshore Publications	Percentage of Onshore publications	Remarks
1	University Librarian	3 years	40% foreign	60% Onshore	
2	Deputy University Librarian	3 years	40% Offshore	60% Onshore	
3	Principal Librarian	3 years	30% Offshore	70% Onshore	
4	Senior Librarian	3 years	20% Offshore	80% Onshore	
5	Librarian I	3 years except with the acquisition of higher qualifications			
6	Librarian II	3 years			

***Note: Candidates undergoing postgraduate studies shall be entitled to promotion ONLY once while on postgraduate studies.**

17. EVIDENCE OF PRODUCTIVITY OF AN LIBRARY ACADEMIC STAFF IN THE LINE OF SERVICE

(a) Minimum Number of Publications For Promotion To Various Library Cadres

S/N	Position	Minimum Required Publications
1	University Librarian	Twenty (20) journal articles or eighteen (18) journal articles plus four refereed Conference Proceedings
2	Deputy University Librarian	Fifteen (15) journal articles or eleven (12) journal articles plus four refereed Conference Proceedings
3	Principal Librarian	Eleven (11) journal articles or nine (9) journal articles plus four (4) refereed Conference Proceedings
4	Senior Librarian	Eight (8) journal articles or seven (7) journal articles plus two(2) refereed Conference Proceedings
5	Librarian I	four (4) journal articles or two (2) journal article plus two (2) refereed Conference Proceedings
6	Librarian II	No Paper

18. PROCEDURE

- There shall be a Central Appointments and Promotions Committee (A&PC) of the University headed by the Vice-Chancellor. Members. Other members are the Deputy Vice-Chancellors, Registrar, University Librarian, Provost of College of Postgraduate studies and Deans of Faculties. The A&PC shall consider all recommendations for appointment, confirmation and promotion within the academic library staff cadre provided that in the appointment of University Librarian, Deputy University Librarian or equivalent positions; External Assessors' reports including one foreign assessor appointed by the Vice-Chancellor must have been duly considered.

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- b. The Departmental Library Review Panel shall meet to consider all cases for promotion. Recommendations for promotion, together with the minutes of the meeting, must be processed to the Library Review Panel A&PC, which shall meet before processing the recommendations to the Central A&PC.
- c. The report of the College Review Panel on library staff in each College should be forwarded to the Departmental Library Review Panel.
- d. Only Academic Library staff not currently on leave (study leave, postdoc, or sabbatical) shall be eligible for consideration for promotion. However, for members of staff whose papers had been submitted and were being considered before such a member proceeded on leave (study leave, postdoc, or the sabbatical), the promotion shall be processed.
- e. Appointment or promotion to the rank of Deputy Librarian and University Librarian can only be approved subject to the following:

The applicant must have occupied or headed at least one leadership position with a trait of exemplary leadership established, either in the Library, Committee, Directorate, Department, Faculty/College in the University.

19. FORMAT FOR ANNUAL REVIEW OF ACADEMIC STAFF

PERSONAL DETAILS

- i. Name of staff (Surname first in capitals)
- ii. Date of Assumption of Duty
- iii. Position on First Appointment
- iv. Current position
- v. Date of Present Appointment/Position
- vi. Date of Confirmation of Appointment
- vii. Present Salary
1. General Assessment / Recommendation including a definite statement as to whether or not the staff member is recommended for one of the following):
 - i. Promotion to the next grade.
 - ii. Ordinary/normal annual increment in salary
 - iii. Confirmation of the appointment to retiring age
 - iv. Commendation of Excellent performance, but not promotion (if the candidate has not satisfied the minimum waiting period for promotion to the next grade;
 - v. Promotion with commendation;
 - vi. Warning
 - vii. Determination of appointment/disengagement from service on the basis of lack of productivity.

Staff member's comment: I agree/ disagree with the above assessment /recommendation

Name, Signature of Staff Member and Date:

Name, Signature of Officer making recommendations and Date :
(Head of Department/University Librarian/Deputy Vice-Chancellor (Academics))

20. ASSESSMENT

- i. Preamble/Introduction
- ii. The overall assessment shall cover -

- (a) Publication
- (b) Professional Competence
- (c) Leadership and Maturity
- (d) Service and Administrative Skills

a. **PUBLICATION (50 POINTS):**

Summary to indicate number, spread and progress since last promotion (Total cumulative score under publications to be **divided by two**)

Total Marks Obtainable (Publications)	Minimum Required				
	Librarian II to Librarian I	Librarian I to Senior Librarian	Senior Librarian to Principal Librarian	Principal Librarian to Deputy University Librarian	Deputy University Librarian to University Librarian
50 (Total raw score of 100 to be divided by two)	10/2 5	Staff with PhD ~ 10/2 (5) Staff without PhD: 14/2 (7)	30/2 (15)	50/2 (25)	70/2 (35)

- b. **Professional Competence** (15 points, 1 mark per item) (where applicable, including evidence(s) of internal/national and external including international recognition). Items that can be scored under this heading include, but are not limited to the editorship of national journals, member of the editorial board of internationally recognised academic journals, service to other Universities as external examiners, leadership of national or international academic societies, awards, (national/international) grants and recognitions, commendation at the University-wide level. etc.)

Total Marks Obtainable (Professional Competence)	Minimum Required				
	Librarian II to Librarian I	Librarian I to Senior Librarian	Senior Librarian to Principal Librarian	Principal Librarian to Deputy University Librarian	Deputy University Librarian to University Librarian
15	06	07	08	09	11

c. **Service and Administrative Skills- 15 points**

- i. Departmental Level (Including willingness to accept assignments): 5 points
- ii. Faculty/College Level: 5 points
- iii. University Level: 3 Points
- iv. National/ International Level: 2 points

Total Marks Obtainable (Service and Administrative Skills)	Minimum Required				
	Librarian II to Librarian I	Librarian I to Senior Librarian	Senior Librarian	Principal Librarian to Deputy	Deputy University Librarian to

			to Principal Librarian	University Librarian	University Librarian
15	04	06	08	10	11

d. Leadership/Maturity - 20 points

Total Marks Obtainable (Leadership and Maturity)	Minimum Required				
	Librarian II to Librarian I	Librarian I to Senior Librarian	Senior Librarian to Principal Librarian	Principal Librarian to Deputy University Librarian	Deputy University Librarian to University Librarian
20	Not Applicable	Not applicable	09	11	13

SUMMARY OF SCORING PROFILE/MINIMUM POINTS REQUIRED

STATUS DESIRED	P 50	PC 15	S/ADS 15	L/M 20	TOTAL REQUIRED	MINIMUM
Librarian II to Librarian I	10/2 (5)	6	4	N/A	15	
Librarian I to Senior Librarian	14/2 (7)	7	6	N/A	20	
Senior Librarian to Principal Librarian	30/2 (15)	8	8	9	40	
Principal Librarian to Deputy Librarian	50/2 (25)	9	10	11	55	
Deputy Librarian to University Librarian	70/2 (35)	11	11	13	70	

KEY:

P = Publications

PC = Professional Competence

S/ADS = Service/Administrative Skills

L/M = Leadership/Maturity

21. PROCEDURE FOR ESTABLISHING A *PRIMA FACIE* QUALIFIED CASE FOR PROMOTION TO THE RANKS OF DEPUTY UNIVERSITY LIBRARIAN AND UNIVERSITY LIBRARIAN

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There are five basic stages in the promotion process to the ranks of Deputy University Librarian and University Librarian:

1. Initial recommendation by the Departmental Review Panel;
2. Preliminary assessment by the Library Review Panel headed by the Deputy Vice-Chancellor(Academics);
3. Establishment of PFQ by the Central A and PC;
4. External assessment; and
5. Final pronouncement

1. Initial Recommendation

- i. A case for promoting a member of staff to the rank of Deputy University Librarian and University Librarian should be initiated by the Departmental Library Review Committee/University Librarian or the candidate's instance if she/he considers him/herself ripe for promotion.
- ii. A case is made when an initial Recommendation for Promotion to the Grade of Deputy University Librarian and University Librarian is made by the Deputy Vice-Chancellor (Academics).
- iii. When the Department is headed by a person below the rank of Deputy University Librarian, the Recommendation can be initiated by the University Librarian.
- iv. When the library is headed by a person below the rank of University Librarian, but there is/are Professor(s) in the cognate faculties, the Department may initiate the case, but the Departmental Review Meeting for the purpose shall be chaired by a Professor nominated to serve in that capacity for the exercise and who will be responsible for making the recommendation.

2. Preliminary Assessment by the Cognate Faculties

- i. When the Departmental Library Review Committee is convinced that a case could be made for promotion to the rank of Deputy University Librarian and University Librarian, the recommendation, along with supporting documentation full curriculum vitae, a summary of contribution to knowledge, and the paper-by-paper assessment of the publications shall be forwarded for the consideration of the Library Review Committee.
- ii. If the Library Review Committee is satisfied that a case could be made for processing the request further, the Deputy Vice-Chancellor (Academics) shall request for two sets of the complete publications of the candidate being assessed, and he shall forward same to two preliminary assessors who are Professors knowledgeable in the field of the candidate, who will advise the Library Review Panel on the suitability or otherwise of the candidate's publications for promotion to the desired cadre.
- iii. As much as possible, one of the preliminary assessors shall be from within while the other may be from outside the College or University if necessary.
- iv. The two preliminary assessors' reports, which shall include comprehensive paper-by-paper assessment, would be presented at a Library Review Panel Meeting properly constituted with at least two Professors from cognate Colleges in attendance.
- v. If the Library Review Panel is satisfied that a case for promotion has been made, the two preliminary assessors' reports shall be signed by the Deputy Vice-Chancellor (Academics) as Chairman and all Professors present at the meeting and thereafter forwarded to the Vice-Chancellor under confidential cover.
- vi. The minutes and recommendations of the Departmental Library Review Panel and the minutes of the Library Review Panel meeting that considered the initial report



shall be forwarded to the Appointments and Promotions Committee for consideration for the establishment of PFQ.

3. Establishment of PFQ by the Appointments and Promotions Committee

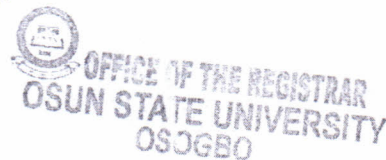
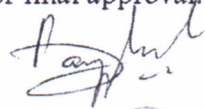
- i. The reports of the two internal assessors shall be considered by the Library Review Panel, who, if satisfied, shall forward its recommendation for consideration of the Appointments and Promotions Committee along with the Minutes of the Meetings of the Panel that considered the initial recommendation and the report of the internal assessment.
- ii. If satisfied, the Appointments and Promotions Committee shall thereafter establish a *prima facie* qualification (PFQ) case for promotion to the desired grade.
- iii. For candidates being considered for promotion to the ranks of Deputy University Librarian and University Librarian after the Appointment and Promotion Committee has established a *Prima Facie* case, his/her publications shall be sent to the Central University Publications Vetting Committee to screen and authenticate the quality of such publications before they are sent out for external assessments to ensure conformity with best academic standards.
- iv. Each application should be accompanied with a maximum of two-page write-up on the candidate's research focus.

4. External Assessment

The Vice-Chancellor shall request the Chairman, Library Review Panel Committee to provide a list of six potential external assessors, **two of which should be offshore**. The assessors should be knowledgeable in the candidate's area of research/specialization. The list should be accompanied with a justification for each name recommended. The Vice-Chancellor shall be at liberty to select any three names, including a foreign assessor on the list.

5. Final Pronouncement

The case for promotion would be re-presented to the Appointments and Promotions Committee when the Vice-Chancellor has received the external assessors' reports, including the foreign assessor. For the case to be considered successful, there shall be at least two positive assessors' recommendation for promotion to the desired cadre. Conversely, the case would be considered to have failed if at least two of the three external assessors' reports are negative. The Committee shall thereafter make a pronouncement and process to Council for final approval.





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REVISED GUIDELINES FOR PROMOTION OF ACADEMIC STAFF IN THE UNIVERSITY

(As approved by the Appointments and Promotions Committee, 19th November 2020)

1. ANNUAL REVIEW

Every Academic staff of the University must be reviewed annually to determine his/her continued productivity, fitness and suitability for the position held and to determine whether such staff deserves promotion to the next rank, be given annual increment, have his/her appointment confirmed as full time staff to the retiring age, be warned or required to withdraw his/her services. Toward this end:

- i. All staff must be reviewed once a session.
- ii. At the beginning of a new academic session, each Faculty/College must set out the timetable for Review Panel meetings and communicate this to all Departments and academic staff in the Faculty/College. However, emergency Review meetings can be called if the need arises.
- iii. All Departments must hold Review meetings early enough to meet the Faculty/College Review timetable; Each Departmental Appointment and Promotion Committee should do a comprehensive paper by paper review as part of its recommendations for promotion.
- iv. Any staff member who is of the opinion that he/she is qualified/ready for promotion to the next grade may apply to the Departmental Review Panel stating the justification (s).
- v. A staff member must know the outcome of his/her review and accept or protest if he/she disagrees.
- vi. At the end of an academic session, each Faculty/College must present a list of all those who submitted themselves for review that academic year and a summary of the decisions reached in each case.
- vii. Any staff member who fails to submit his/herself for review in a session shall not be reviewed for promotion for that particular session again. Hence, Review cannot be initiated retroactively, although, in the case of promotion exercises involving external assessment, a particular review case may not be concluded in the same Review year. However, staff on sabbatical and other approved leave can submit themselves for review at the end of their leave, **but** not later than six weeks from the end of the approved leave to be considered for promotion year.
- viii. The Department/Faculty/College shall exercise its discretion to request a staff who has refused/neglected/failed to present him/herself for an annual review exercise to state the reasons behind such refusal.
- ix. If a case for promotion at any level fails, the affected staff cannot be re-presented for one year; the affected staff/Head of Department/ Dean/Provost should be duly informed.
- x. Under normal circumstances, no contract staff would be promoted.
- xi. A candidate aspiring to the Professorial cadre would be expected to show mentorship by initiating collaborative researches and proven academic leadership.
- xii. Among others, the following unethical and unscholarly practices shall be treated as serious academic fraud and, if proven, shall attract sanctions:
 - a. An act of self-plagiarism;
 - b. Deceptive form of plagiarism;
 - c. Forging results that never emanated from research effort;
 - d. Fraudulent or fake online Journals.
 - e. Duplication, Fabrication and Overlapping in Publications.
- xiii. In putting up a candidate for promotion, the Chair of the relevant A&PC at the Department level shall **indicate clearly the progress the candidate has made since the last promotion**, bearing in mind the following parameters:

Scholarly outputs such as:

 - a. Books/papers published in journals, conference proceedings, etc.
 - b. Patents, Scientific inventions, creative works, etc., obtained.
 - c. Workshops, Seminars, Conferences etc. attended.
 - d. Academic or professional qualifications obtained.

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2. GUIDELINES ON ACCEPTABLE PUBLICATIONS/AUTHORSHIP

- i. The following categories of publications are recognized for purposes of assessment: Books/Chapters in the Books, Journal Articles, Electronics Publications from reputable sources and Refereed Conference Proceedings, as well as Monographs, Review Articles, Technical Reports, course material, Book Reviews and creative works (sculpture Arts works, Printing, Musical works e.t.c.), Patent and Designs and Copyright. However, the creative works should not be more than **10%** of the total publications.
- ii. All Publications must possess outstanding academic quality, originality and contribution to knowledge. The Candidate should have published in a range of national publications (journals, books, chapters in books, or artistic presentations) in the field that demonstrate emerging leadership.
- iii. Publications not in print at the time of application for promotion shall constitute not more than 10% of the candidate's publications for assessment from Assistant Lecturer to Senior Lecturer grade. The **validity of any letter of acceptance** shall be for a **maximum of two years**.
- iv. The publications that are not in **PRINT** as at the time of application for promotion shall not be acceptable for candidates' assessment to the **Professorial cadre (Associate Professor and Professor)**
- v. Journals based in Colleges of Education and Polytechnics/Monotechnics are **not** acceptable for promotion purposes;
- vi. A Candidate for promotion should not have more than 30% of his/her total number of journal papers in the same journal, and Journal articles must have an adequate spread.
- vii. Joint/multiple authorship: For candidate to move from **Lecturer I to Senior Lecturer** he/she must demonstrate ability to initiate/lead research and as such must have been **the lead/sole author in at least 20% of his/her total publication, while 40% is applicable for Associate Professor and full Professorship.**
- viii. Publications shall be assessed for promotion exercise in respect of their contribution(s) to knowledge in the relevant field and relevant to the use of knowledge.
- ix. Books, Chapters in books, Proceedings, Monographs/Creative Writing, Technical Reports, Patents and coursewares should not constitute more than **40%** of the total publications of candidates for promotion to any cadre.
- x. Publications dated later than **31st July** of the promotion year are not acceptable for promotion.

3. SCORING SYSTEM FOR PUBLICATIONS

Each publication shall be scored using the following system:

S/N	Category	Score	Remarks
1.	Authored Books (Sole/co-authored)	0 – 10 points	
2.	Edited Books	0 – 5 points	Individual chapters contributed by the Editor(s) to be scored separately subject to a maximum of two chapters.
3.	Chapters in Books	0 – 5 points	Maximum of two chapters in a book to be scored for an author.

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4.	Book Reviews (in academic journals)	0 – 2 points	Maximum of three permitted
5.	Journal Articles	0 – 5 points	No limit placed
6.	Review Articles (full length)	0 – 3 points	Maximum of three permitted
7.	Refereed Conference Proceedings	0 – 5 points	Maximum of three permitted
8.	Monographs	0 – 5 points	Maximum of three permitted
9.	Technical Reports	0 – 2 points	Maximum of three permitted
10.	Creative Works (sculpture Arts works, Printing, Musical works etc.)	0 – 5 points	Maximum of three permitted (Not more than 10% of his/her publications)
11.	Patents, Copy Rights Designs	0 – 10 points	
12.	Course material	0-5 points	Maximum of three permitted

Scoring of Joint Publications:

- (a) When multiple authors publish an article, each author shall be allotted the maximum points score of the publication by the assessor.
- (b) **MINIMUM POINTS/SCORES ON PUBLICATIONS FOR PROMOTION TO THE VARIOUS CADRES**

Grade Sought	Minimum points for Publication	Remarks
Assistant Lecturer to Lecturer II	10	Movement from Assistant Lecturer to Lecturer II position should, as much as possible, be based on evidence of Registration for PhD.
Lecturer II to Lecturer I	Staff with Ph.D:10 Staff without Ph.D:15	<ul style="list-style-type: none"> Staff who attained the rank of Lecturer II by promotion without a PhD shall be required to obtain the Ph. D. before further consideration for promotion. Staff who was appointed Lecturer II without PhD who has spent three years in the post could be considered for promotion to Lecturer I, but PhD is required to move to Senior Lecturer
Lecturer I to Senior Lecturer	30	Staff on Lecturer I grade can also be promoted upon the acquisition of a PhD.
Senior Lecturer to Associate Professor	50	For an Academic staff to move from the position of Senior Lecturer to the position of Associate Professor, he/she must have as part minimum score of two (2) points: One (1) point for supervision of a PhD student and 0.5 points for a master's student supervision where applicable (Supervision of Residents apply in the case of candidates from College of Medicine). A

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		maximum of 25% minimum shall be allocated to books
Associate Professor to Professor	70	From Associate Professor to Professor he/she must have as part of the total score minimum score of three (3) points: One (1) point for supervision of a PhD student and 0.5 point for a master's student supervision where applicable (Supervision of Residents apply in the case of candidates from College of Medicine). A maximum of 30% out of the 70% minimum point shall be allocated to books.

**a. ACCEPTABLE PERCENTAGE OF PUBLICATIONS IN LOCAL JOURNALS
Up to Lecturer I**

Not more than 80% of the Publication should have been published in the immediate locality (i.e. in learned journals published within Nigeria)

Lecturer I to Senior Lecturer

Not more than 70% of the Publication should have been published in the immediate locality (i.e. in learned journals published within Nigeria)

Senior Lecturer to Associate Professor

Not more than 60% of the Publication should have been published in the immediate locality (i.e. in learned journals published within Nigeria)

Associate Professor to Professor

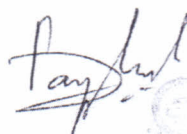
Not more than 60% of the Publication should have been published in the immediate locality (i.e. in learned journals published within Nigeria)

b. EXPERIENCE- Adequate Experience shall be defined as follows:

1. Assistant Lecturer to Lecturer Grade II – 3years unless the higher educational qualification is obtained for regrading.
2. Lecturer II to Lecturer I – 3years
3. Lecturer I to Senior Lecturer – 3years
4. Senior Lecturer to Associate Professor– 3years
5. Associate Professor (Reader) to Professor – 3years

c. ACCELERATED PROMOTION

A staff member may be presented for accelerated promotion to the next grade level (but not beyond Senior Lecturer grade) after two years provided such staff had demonstrated extraordinary contributions and excellence in all four major areas of consideration, viz., teaching, research, community service and award of research grants. However, such staff member shall be required to satisfy a panel of assessors in an interview to be organised at the central selection panel level before the recommendation of the Departmental and College Review Panels are presented for consideration of the Appointments and Promotions Committee.



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