



OSUN STATE UNIVERSITY

P.M.B. 4494, OSOGBO

REVISED GUIDELINES FOR ANNUAL REVIEW OF ACADEMIC STAFF

(As approved by the Appointments and Promotions Committee at its meeting of 3 February 2012)

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, should be given normal annual increment, have his/her appointment confirmed as a full time staff to retirement age, be warned or required to withdraw his/her service. Towards this end:

- i. All staff **must** be reviewed once in a session.
- ii. At the beginning of a new academic session, each Faculty/College must set out its time table 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 time table;
- iv. Any staff member who is of the opinion that s/he 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 s/he 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 him/herself for review in a session shall not be reviewed for the purpose of 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 for the immediate past Review year.
- viii. If a case for promotion at any level fails, the affected staff cannot be re-presented for two years.

2. GUIDELINES ON ACCEPTABLE PUBLICATIONS/AUTHORSHIP

1. Acceptable publications include refereed books, academic journals, academic bulletins, and monograph all with distinctive academic quality, originality and contribution to knowledge.
2. The following categories of publications are recognized for purposes of assessment: Books/Chapters in Books, Journal Articles, and Refereed Conference Proceedings, as well as Monographs, Review Articles, Technical Reports, Book Reviews and Un-refereed conference proceedings.
3. 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.***
4. Publications that are not in print as at the time of application for promotion shall not constitute more than 10% of the candidate's publications for assessment. The validity of any letter of acceptance shall be for a maximum of two years. For promotion to the full professorial cadre all listed publication items should be in print.
5. Journals based in Colleges of Education and Polytechnics/Monotechnics are **not** acceptable for promotion purposes.

6. A book must be authored or edited by a reputable scholar and published by a reputable publishing house.
7. Monographs and technical reports must bear the imprint/certification of sponsoring agencies.
8. A candidate for promotion should not have more than 30% of his or her total number of journal papers in the same journal.
9. Chapters in books should not constitute more than 40% of the total publication of candidates for promotion to any cadre.
10. Joint/Multiple authorship: For a candidate to move to Associate Professor and full Professorship, s/he must demonstrate ability to initiate/lead research and as such must have been the lead/sole author in at least 40% of his/her total publications.

SCORING SYSTEMS FOR PUBLICATIONS

Each publication shall be scored using the following system:

Category	Score	Remarks
Authored Books (Sole/co-authored)	0 – 15 points	
Edited Books	0 – 5 points	Individual chapters contributed by the Editor(s) to be scored separately subject to a maximum of two chapters.
Chapters in Books	0 – 5 points	Maximum of two chapters in a book to be scored for an author.
Refereed Conference Proceedings	0 – 5 points	Maximum of three permitted
Un-refereed Conference Proceedings	0 – 1 point	Maximum of three permitted
Monographs	0 – 5 points	Maximum of three permitted
Technical Reports	0 – 2 points	Maximum of three permitted
Patents	0 – 15 points	
Journal Articles	0 – 5 points	
Review Articles (full length)	0 – 3 points	Maximum of three permitted
Book Reviews (in academic journals)	0 – 2 points	Maximum of three permitted

Scoring of Joint Publications:

- (a) When an article is published by two authors, each author should certify their percentage contribution. As much as possible, the distribution of mark should reflect the percentages agreed but the assessor is at liberty to award maximum score for each author if found desirable.
- (b) When an article is published by more than two authors, percentage contributions should be certified as much as possible but the assessor should score based on the quality of contribution and overall input of affected staff to the publication.

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

Grade Sought	Minimum Score 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 acquisition of additional qualifications in order not to retard the progress of Ph.D. work of staff members in training positions. However, staff members who have research Master's degrees and have spent three years in post may be considered for promotion provided there is evidence such staff is making good progress with the PhD programme. Promotion to the rank of Lecturer I for staff members who attained the rank of Lecturer II via this route shall be contingent upon obtaining the PhD.

Lecturer II to Lecturer I	Staff with PhD: 10 Staff without PhD: 15	<ul style="list-style-type: none"> • Staff who attained the rank of Lecturer II by promotion without PhD shall be required to obtain the PhD before further consideration for promotion. • Staff who were appointed Lecturer II without PhD who have spent three years in post could be considered for promotion to Lecturer I but PhD is required to move to Senior Lecturer
Lecturer I to Senior Lecturer	30	
Senior Lecturer to Associate Professor	50	
Associate Professor to Professor	70	

A. **ACCEPTABLE PERCENTAGE OF PUBLICATIONS IN LOCAL JOURNALS**

Up to Lecturer I

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

Lecturer I to Senior Lecturer

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

Senior Lecturer to Reader and Professor

Not more than 60% of works should have been published in 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 – 3 years unless higher educational qualification is obtained.
2. Lecturer II to Lecturer I – 3 years
3. Lecturer I to Senior Lecturer – 3 years
4. Senior Lecturer to Associate Professor (Reader) – 3 years
5. Associate Professor (Reader) to Professor – 3 years

C. **INTERVIEW**

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

FORMAT FOR ANNUAL REVIEW OF STAFF

OSUN STATE UNIVERSITY
PMB 4494, OSOGBO

ANNUAL REVIEW OF ACADEMIC STAFF

A: PERSONAL DETAILS

Name of Staff (surname first in capitals):

Date of Assumption of Duty:

Position on First Appointment:

Current Position:

Date of Present Appointment/Position:

Date of Confirmation of Appointment:

Present Salary:

B: ASSESSMENT:

1. Preamble/Introduction

2. Teaching (20 points):

- i. Number of years of teaching in the Department/University/University level (**5 points**, ½ mark for each full year 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 (**5 points**)

Total Marks Obtainable (Teaching)	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
20	06	08	10	12	14

3. Research (10 points):

- i. On-going Research including Designs, Patents and Inventions (**5 points**)
- ii. Theses and dissertation supervision (**5 points**)
- iii. 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. **Publications (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 (5 points, 1 mark per item)** (where applicable including evidence of internal/national and external including international recognition). Items that can be scored under this head include but are not limited to: editorship of national or international journals, membership of editorial board of internationally recognised academic journals, service to other universities as external examiners, leadership of national or international academic societies, awards, national/international medals and recognitions, commendation at university-wide level, etc.)

Total Marks Obtainable (Professional Competence)	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	01	02	03

6. **Academic Leadership/Maturity (5 points)** (for staff members aspiring to rank of Senior Lecturer, Associate Professor and Professor).

Total Marks Obtainable (Academic Leadership and Maturity)	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	3.5	04

7. **Services and Administrative Skills (10 points):**

- i. Departmental level (including willingness to accept assignments): **4 points**
- ii. Faculty/College level: **2 points**
- iii. University level: **2 points**
- iv. Community: **1 point**
- v. National/International: **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

8. **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 appointment to retiring age
- iv. Commendation of Excellent performance but not promotion (if 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 basis of lack of productivity

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

Name, Signature and Date of Staff Member:

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

SUMMARY OF SCORING PROFILE/MINIMUM POINTS REQUIRED

STATUS DESIRED	T	R	P	PC	AL/M	S/ADS	TOTAL MINIMUM REQUIRED
Assistant Lecturer to Lecturer II	06	03	10/100 (05)	NA	NA	02	16 out of 90
Lecturer II to Lecturer I	08	04	With PhD: 10/100 (05) Without PhD: 15/100 (7.5)	NA	NA	05	With PhD: 22/90 Without PhD: 24.5/90
Lecturer I to Senior Lecturer	10	05	30/100 (15)	01	03	06	40/100
Senior Lecturer to Associate Professor	12	06	50/100 (25)	02	3.5	07	55.5/100
Associate Professor to Professor	14	07	70/100	03	04	08	75/100

KEY: T = Teaching; R = Research; P = Publications; PC = Professional Competence; AL/M = Academic Leadership/Maturity; S/ADS = Service/Administrative Skills

SAMPLE FORMAT FOR PRESENTATION OF ASSESSMENT

Name of Staff:

Department/College:

Current Status:

Status Desired:

Item	Maximum Obtainable	Minimum Required	Candidate's Score	Remarks (if any)
TEACHING	20			
Number of Years in Dept.	05			
Teaching Load	10			
Summary of Student Rating	05			
RESEARCH	10			
On-going Research	05			
Supervision of Thesis	05			
PUBLICATIONS	50			
PROFESSIONAL COMPETENCE	05			
ACADEMIC LEADERSHIP/MATURITY	05			
SERVICE/ ADMINISTRATIVE SKILLS	10			
Departmental	04			
Faculty/College	02			
University	02			
Community	01			
National/International	01			
TOTAL				

Recommendation:

Name and Signature of Head of Department/Dean of Faculty/Provost of College

Date

OSUN STATE UNIVERSITY

FORMAT FOR CURRICULUM VITAE OF ACADEMIC STAFF

A. GENERATION INFORMATION

1. Name: SURNAME, Other Names
2. Date and Place of Birth:
3. Marital Status:
4. Names and Ages of Children (if any):
5. Permanent Contact Address:
6. E-mail Address:
7. Cell Phone Number:
8. College:
9. Faculty:
10. Department:
11. Position on First Appointment:
12. Present Position and Salary (grade level and step):
13. Date of Present Position (Promotion/Regrading):
14. Is your appointment confirmed? Yes/No
15. Date of Confirmation of Appointment:

B: EDUCATIONAL BACKGROUND

1. Educational Institutions Attended with Dates
2. Academic and Professional Qualifications with Dates/issuing authority
3. Other Relevant Qualifications
4. Honours, Awards and Distinctions
5. Research Fellowships with dates

C: WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM (indicating names and addresses of employers)

D: WORK EXPERIENCE IN OTHER UNIVERSITIES (indicating names and addresses of employers)

E: WORK EXPERIENCE IN OSUN STATE UNIVERSITY

F: CO-CURRICULAR PROFESSIONAL EXPERIENCE

G: MEMBERSHIP OF PROFESSIONAL BODIES

H: SERVICE:

- (i) University (Department, Faculty/College, University)
- (ii) Community
- (iii) National
- (iv) International

I: COURSES TAUGHT DURING THE CURRENT ACADEMIC SESSION

J: GRADUATE STUDIES SUPERVISION (if any): Indicate:

- (i) Name of candidate

- (ii) Project/Thesis Title
- (iii) Completed/Ongoing
- (iv) Year of Completion

K: PUBLICATIONS

(For joint publications, please indicate percentage contributions of co-authors)

- i. Books (authored/co-authored):
- ii. Books (edited/co-edited)
- iii. Monographs
- iv. Chapters in books
- v. Articles in learned journals
- vi. Review Articles
- vii. Refereed Conference Proceedings
- viii. Un-refereed Conference Proceedings
- ix. Book Reviews
- x. Technical Reports
- xi. Patents and Inventions
- xii. Online journal articles (for journals with no hard copies only):

L: CURRENT RESEARCH ACTIVITIES

- (i) Funded Research
- (ii) Non-funded/self-sponsored Research

M: CONFERENCES ATTENDED (indicating titles of papers presented if any)

N: EXTRA-CURRICULAR ACTIVITIES:

O: ANY OTHER RELEVANT INFORMATION

P: SUMMARY OF CONTRIBUTION TO KNOWLEDGE

Name, Signature and Date

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

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

- i. Initial Recommendation from the Department
- ii. Preliminary Assessment by the Faculty/College
- iii. Establishment of PFQ by the A and P
- iv. Interview of Candidate by A and P Selection Panel
- v. External Assessment
- vi. Final Pronouncement

Initial Recommendation

1. 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 s/he considers him/herself ripe for promotion.
2. A case is made when an initial Recommendation for Promotion to the Grade of Associate Professor (or Professor) is made by the competent authority.
3. 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.
4. When the Department is headed by a person below the rank of full Professor, the Recommendation shall be initiated by the Provost of the College (or Dean of the Faculty who should also be a full Professor).
5. 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.

Preliminary Assessment by the College

6. 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 College Review Panel. In Colleges where there are functioning Faculties, the recommendation shall first be considered by the Faculty Review Panel that will make a case to the College Review Panel.
7. If the College Review Panel is satisfied that a case could be made for processing the request further, the Provost shall request for two sets of the complete publications of the candidate being assessed and he shall forward same to two preliminary assessors, knowledgeable in the field of the candidate, who will advise the College Review Panel on the suitability or otherwise of the candidate's publications for the purpose of promotion to the desired cadre.
8. As much as possible, one of the preliminary assessments shall be from within while the other may be from outside the College, or University if necessary.
9. The two preliminary assessors' reports, which shall include full paper-by-paper assessment, would be presented at a College Review Panel Meeting properly constituted with **at least** two Professors from cognate Colleges in attendance.
10. If the College Review Panel is satisfied that a case for promotion has been made, the two preliminary assessors' reports shall be signed by **all professors present at the meeting** and thereafter forwarded to the Vice-Chancellor under confidential cover.

11. The Minutes and recommendations of the College Review Panel as well as the minutes of the Review Panel meeting that considered the initial report shall be forwarded to the Appointments and Promotions Committee for consideration for establishment of PFQ.

Establishment of PFQ by the Appointments and Promotions Committee

12. 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.

Interview

13. If satisfied, the Appointments and Promotions Committee shall thereafter establish a **prima facie qualified** (PFQ) case for promotion to the desired grade and request the Vice-Chancellor to conduct an interview for the candidate. The Interview Panel, which shall be chaired by the Vice-Chancellor shall include relevant internal experts (from within and outside the candidate's discipline), and at least one external expert who is knowledgeable in the candidate's discipline.

External Assessment

14. If the Interview Panel is satisfied, the Vice-Chancellor shall be requested to conduct an external, independent assessment of the candidate's research publications.
15. The Vice-Chancellor shall request the Provost of the College to provide a list of six potential external assessors who are knowledgeable in the candidate's area of research specialization along with justification for each name recommended. The Vice-Chancellor shall be at liberty to select any three names on the list or to select assessors outside the list.

Final Pronouncement

16. 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 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.