



# OSUN STATE UNIVERSITY, OSOGBO

## ANNUAL REVIEW OF ACADEMIC STAFF

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:

1. All staff must be reviewed once in a session;
2. At the beginning of a new academic session, each College must set out its time-table for review Panel meetings and communicate this to all Departments and academic staff in the College. However, emergency Review meetings can be called if the need arises;
3. All Departments must hold Review meetings early enough to meet the Faculty/College Review time-table;
4. 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) ;

5. A staff member must know the outcome of his/her review and accept or protest if he/she disagrees;
6. At the end of 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; and
7. Any staff member who fails to submit him/herself for review in a session should not be reviewed for the purpose of promotion for that particular session again. 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 he approved leave to be considered for promotion for the immediate past Review year.

#### **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.

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 candidate's publications for assessment for non professorial grade.
5. Journals based in Colleges of Education and Polytechnics/Monotechnics are unacceptable 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 20% of his/her total number of journal papers in the same journal.
9. Chapters in books should constitute more than 30% of total publication of candidate for promotion to any cadre.
10. Joint/Multiple authorship: For a candidate to move to Associate Professor and full Professorship, he/she must demonstrate ability to initiate/lead research and as such must have been lead/sole author in at least 40% of his/her total publications.
11. The percentage distribution of articles published in local/foreign journals should be standardized at a ratio of 50:50 for all academic staff.
12. Publications that are not in print as at the time of assessment for promotion should not be more than 10% of the candidate's publication.
13. There should be no direct promotion from Senior Lecturer to that of Professor.

- 14. A staff would only be Graduate Assistant for a period of two (2) years plus an additional year for contingencies.
- 15. Candidates for the position of Deputy University Librarian should possess a Ph.D degree.
- 16. Postgraduate fellowship in medicine whether national or West Africa or others will not be equated with Ph.D

**A. SCORING SYSTEMS FOR PUBLICATIONS**

Each publication shall be scored using the following system:

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|----|----------------------------------|-------------|
| 1. | Books                            | 0-10 points |
| 2. | Chapters in Books                | 0-3 points  |
| 3. | Refereed Conference Proceedings  | 0-2 points  |
| 4. | Monographs and Technical Reports | 0-2 points  |
| 5. | Patents                          | 0-10 points |
| 6. | Journal Articles                 | 0-5 points  |

**Scoring of Joint Publications**

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

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

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

<b>Grade Sought</b>	<b>Minimum Score for Promotion</b>
Lecturer I	10 points
Senior Lecturer	20 points
Reader	50 points
Professor	70 points

*Note: 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.*

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

**Lecturer II to Lecturer I**

Not more than 50% 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 50% 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 50% of works should have been published in immediate locality (i.e. in learned journals published within Nigeria).

### **D. EXPERIENCE**

Adequate Experience shall be defined as follows:

1. Graduate Assistant to Assistant Lecturer (2 years plus 1 year for contingencies)
2. Assistant Lecturer to Lecturer Grade II – 3 years unless higher educational qualification is obtained.
3. Lecturer II to Lecturer I – 3 years
4. Lecturer I to Senior Lecturer - 3 years
5. Senior Lecturer to Reader - 3 years
6. Senior Lecturer to Professor – 6 years
7. Reader to Professor – 3 years.

### **E. INTERVIEW**

In addition to satisfactory assessment of publications by three (3) external assessors, candidates for promotion to the grades of

Associate Professor and Professor would be required to satisfy a panel of assessors in an interview whose composition shall include at least one expert from another University within or outside Nigeria.



# OSUN STATE UNIVERSITY, OSOGBO

## CAREER STRUCTURE FOR LIBRARIANS

### CRITERIA FOR PROMOTIONS, APPOINTMENTS OF PROFESSIONAL LIBRARY STAFF

There are four/five different criteria whereby the work of Professional Librarians can be assessed:

- (1) Professional competence and activity.
  - (a) Performance on the job including output in terms of quality and quantity; and
  - (b) Effectiveness of the service rendered.
  
- (2) Research and Publications
  - (a) Articles in referred journals;
  - (b) Books or chapters in books;
  - (c) Published conference papers; and
  - (d) Bibliographies, indexes and guides.
  
- (3) Administrative competence and effectiveness.
- (4) Service to the University and outside community including membership of committees and societies.

(5) Experience- A minimum experience of two (2) years since appointment or last promotion shall be considered to fulfill the requirement of adequate experience.

The weighting attached to each criterion will vary according to the grade to which an appointment or promotion is being made. Up to the grade of Senior Librarian a high rating in professional competence and experience should compensate for a deficiency in research and publications.

DESIGNATION	BASIC ENTRY QUALIFICATIONS	SALARY LEVEL CONUASS	NEXT GRADE	DUTIES	CRITERIA FOR PROMOTION
<b>LIBRARIAN II</b>	(a) By direct appointment of a candidate possessing a Master's degree from a recognized University plus a post graduate diploma in Library studies or A Master's degree in Library/Information Studies. (b) Associateship or Fellowship of a recognized institute of Librarians	<b>1</b>	<b>LIBRARIAN I</b>	-Working on the selection, evaluation, acquisition and organization of books and other library materials. - Indexing Periodicals - Compiling bibliographies and reading lists. - Assisting students and staff making effective use of the Library	1. Professional competence and activities. (a) Effectiveness and efficiency on the job in terms of quality and quantity of work done. 2. Experience on the job. 3. Professional Knowledge of computer applications and packages relevant to the needs of the University Library. 4. Published bibliographies or research.
<b>LIBRARIAN I</b>	(a) As in (a) above plus at least three (3) years post qualification	<b>2</b>	<b>SENIOR LIBRARIAN</b>	- Taking charge of a section of a library. - Taking charge of	Professional competence and activities. (a) Effectiveness and efficiency on the job in terms of quality and quantity of work done.



	<p>cognate experience.  (b) Promotion of a suitable Librarian II with at least three (3) years on the grade.</p>			<p>cataloguing, classification and ordering of books.  - Assisting users in making use of the Library.</p>	<p>2. Experience on the job.  3. Professional Knowledge of computer applications and packages relevant to the needs of the University Library.  4. Organizational skill.  5. Evidence of research ability through publications.</p>
<p><b>SENIOR LIBRARIAN</b></p>	<p>(a) As for Librarian II plus at least six (6) years post qualification cognate experience.  (b) By promotion of a suitable Librarian I with at least three (3) years on the grade.  © By appointment of a holder of Ph.D degree in library studies with three (3) years post qualification cognate experience.</p>	<p><b>3</b></p>	<p><b>PRINCIPAL LIBRARIAN</b></p>	<p>-Training, Supervision and appraisal of Junior Staff.  - Providing assistance for staff and students in research activities.</p>	<p>. Professional competence and adequate experience.  (a) Effectiveness and efficiency on the job in terms of quality and quantity of work done.  2. Research and Publications.  (a) Articles in referred journals.  (b) Chapters in book or books.  © Published conference papers, policy manuals  (d) Bibliographies, indexes and guides  3. Administrative confidence and effectiveness  4. Service to the University and outside community.  5. Professional Knowledge of computer applications and packages relevant to the needs of the University library.</p>
<p><b>PRINCIPAL LIBRARIAN</b></p>	<p>By promotion of a suitable Senior</p>	<p><b>4</b></p>	<p><b>DEPUTY UNIVERSITY</b></p>	<p>-Maintaining liaison with other institutional</p>	<p>1. Professional competence and activities.  (a) Effectiveness and efficiency on the job in</p>

<p><b>DEPUTY UNIVERSITY LIBRARIAN</b></p>	<p>Librarian who has spent at least three (3) years on the grade.</p> <p>By promotion of a suitable Principal Librarian who has spent at least three (3) years on the grade. Possession of Doctorate (Ph.D) degree in any discipline in addition to Professional Library qualification will be required.</p>	<p><b>6</b></p>	<p><b>LIBRARIAN</b></p> <p><b>UNIVERSITY LIBRARIAN</b></p>	<p>libraries. -Assisting users in sourcing information from various sources. -Assisting in the general Administration of the library. -Training and Supervision of Junior Staff.</p> <p>-Giving professional advice on library matters.</p>	<p>terms of quality and quantity of work done. 2. Significant Research and Publications. (a) Articles in referred journals. (b) Chapters in book or books. © Published conference papers, policy manuals (d) Bibliographies, indexes and guides 3. Administrative confidence and effectiveness 4. Service to the University and outside community. 5. Experience on the job. 6. Professional Knowledge of computer applications and packages relevant to the needs of the University library. 7. Outstanding professional and administrative ability. <b>Note:</b> Recommendations for promotion to this grade shall be accompanied by a full internal assessment of candidate's contribution to scholarship.</p> <p>1. Professional competence and activities. (a) Effectiveness and efficiency on the job in terms of quality and quantity of work done. 2. Significant Research and Publications. (a) Articles in referred journals. (b) Chapters in book or books. © Published conference papers, policy manuals (d) Bibliographies, indexes and guides 3. Administrative confidence and effectiveness 4. Service to the University and outside community. 5. Experience on the job. 6. Professional Knowledge of computer</p>
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<b>UNIVERSITY LIBRARIAN</b>	By appointment of a qualified, experienced suitable Professional Librarian.	7		As statutorily defined.	applications and packages relevant to the needs of the University library. <b>Note:</b> Recommendations for promotion to this grade shall be accompanied by a full internal assessment of candidate's contribution to scholarship.
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