

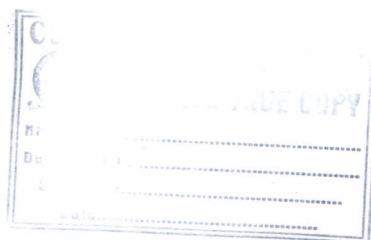


**OSUN STATE UNIVERSITY  
OSOGBO, NIGERIA.**

## **Conditions of Service**

as approved by the Governing Council of the University  
on Monday, 16<sup>th</sup> September, 2019

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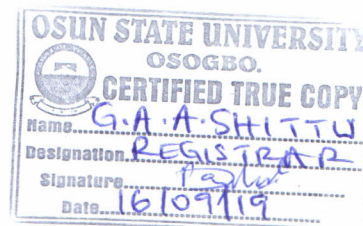
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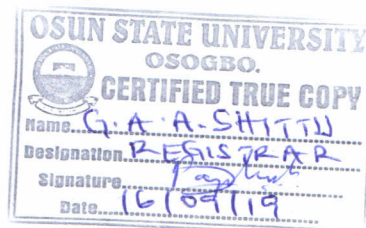
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Professor Clement Adebooye, Deputy Vice-Chancellor (ARIP)  
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Mr. Sadiq Olarewaju Balogun

Secretary: Registrar, Mr. Gafar A.A. Shittu

### **Names of members of the Ad-Hoc Committee of Council on the Review of Conditions of Service**

Professor Kasali Adegoke	- Chairman
Professor Siyan Oyeweso	- Member
Professor Adetunji Lawrence Kehinde	- Member
Mrs Adenike Olubukola Oyewale	- Member (Co-opted)
Mr. Oluwaloni Adufe	- Secretary

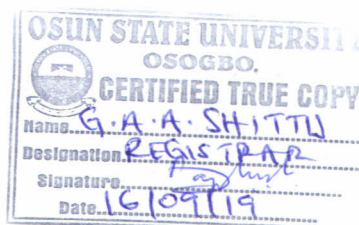


### OUR VISION

To be a centre of excellence providing high quality teaching and learning experiences which will engender the production of entrepreneurial graduates capable of impacting positively on their environment while being globally competitive.

### OUR MISSION

To create a unique institution committed to the pursuit of academic innovation, skill-based training and a tradition of excellence in teaching, research and community service.



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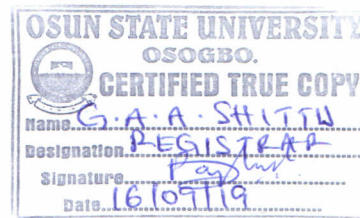
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# OSUN STATE UNIVERSITY, OSOGBO.



## REGULATIONS GOVERNING CONDITIONS OF SERVICE FOR STAFF

### SECTION I

#### PRELIMINARY

##### 1.1 CITATION

These regulations will be cited as the Osun State University Conditions of Service for Staff.

##### 1.2 Commencement

The regulations shall come into effect on the date approved by Council.

##### 1.3 Application of the Regulations

These Regulations shall apply in the appointment, in all units of the University, of all Staff, as defined by the University Governing Council, other than those for whom a specific method of appointment is otherwise provided for and for the promotion of such staff on Full-Time or Contract Appointment.

##### 1.4 Power to Amend or Revoke

These regulations shall not be amended or revoked other than by subsequent regulations made by Council.

##### 1.5 Interpretation

a) i. In the event of any question or doubt arising out of, or in connection with these Regulations, the matter, except on financial issues, shall be referred in the first instance to the Registrar for clarification, interpretation or decision, and thence on an appeal to the Vice-Chancellor whose decision shall supersede previous decision.

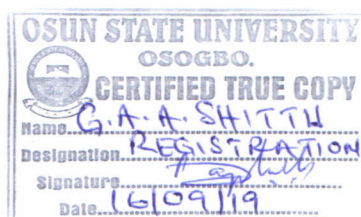
ii. In respect of financial matters, the matter shall in the first instance, be referred to the Bursar for clarification, interpretation or decision, and thence on an appeal to the Vice-Chancellor whose decision shall supersede previous decision.

b) Where a staff member is of the view that the interpretation of the Vice-Chancellor is prejudicial to him/her so far as his/her terms and Conditions of Service are concerned, he may appeal to Council against the decision of the Vice-Chancellor and the decision of the Council shall be final.

##### 1.6 Application

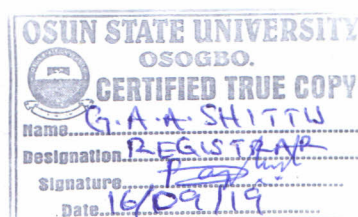
Unless otherwise stated, these regulations shall apply to all categories of staff of the University.

##### 1.7 Definitions



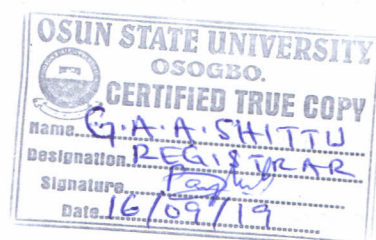


- "Academic Staff"** - *the Vice-Chancellor, Deputy Vice-Chancellors, Professors, Associate Professors, Senior Lecturers, Lecturers, Research Fellows, Academic Librarians and such other persons in the employment of University engaged in teaching and research as the Council, acting in accordance with the recommendations of the Senate, may from time to time grant the status of academic staff of the University.*
- "Academic Year"** - *An Academic Year shall cover the period from 3<sup>rd</sup> week of August to the 31<sup>st</sup> of May of the following year except as otherwise decided by Senate.*
- "Academic Technologists"** - *All technical persons holding senior appointments in teaching laboratories of academic departments.*
- "Acting Dean of Faculty, -  
Acting Head of Department  
Acting Provost of College"** *A person so appointed by the Vice-Chancellor.*
- "Adjunct Lecturer"** - *An academic staff engaged on Part-time basis to perform a specific role in the University that may include teaching or examination and grading of scripts.*
- An Officer** - *An Academic Staff and a Senior Non-Teaching Staff on CONUNASS 6 and above*
- Bursar** - *Bursar of the University or any person appointed by the Council to act in that capacity for the purpose of all or part of these regulations.*
- Business Committee of Senate** - *The body is a clearing house for Senate on academic matters. All academic decisions except Appointments are processed from the Committee of Provosts, Deans, and Directors through Business Committee of Senate to Senate. The Chairman of the Business Committee of Senate is an appointee of the Vice-Chancellor in the absence of a substantive Deputy Vice-Chancellor (ARIP)*
- Capacity Building** - *a process of equipping individual staff with the understanding, skills and access to information, knowledge and necessary training that enable the concerned staff to perform effectively and efficiently for development and strengthening of such staff and Departments, for which the University has expended resources.*
- Centre** - *It is a unit in the University that may be Academic,*



*Administrative or Technical to handle specific assignment(s) of the University in line with terms of reference e.g. Information Management and Technology Centre, Centre for Gender Studies, Centre for Climatic Change, Centre for Alternative Energy Research*

- "Child"** - *A biological child of a member of staff, which, in this context, includes a step child, and or a legally adopted child who is wholly dependent on the staff.*
- Contract Staff** - *refers to retired staff that are appointed for specific periods of time.*
- "Cognate Experience"** - *Experience with skill acquired through performance of duties relevant to a designated job position over a specified period of time.*
- "College"** - *College of the Osun State University headed by a Provost.*
- Convocation** - *a ceremony held in a university or college when students receive their degrees*
- Committee of Provosts, Deans and Director** - *Committee of Provost, Deans and Directors "COPDD)" is a standing Committee of Senate. It composes the Provosts of Colleges, Deans of Faculties and Directors of Academic Centres. Decisions are processed through the Committee to Senate enroute Business Committee. The Chairman shall be elected for a period of one year subject to renewal for another year.*
- Council** - *Governing Council of the University.*
- Congregation** - *All full time members of staff who hold a degree recognized by Senate for the purpose of this statute not being an honorary degree.*
- Criminal Offence** - *stealing, false pretences, extortion, forgery, official corruption, and such kindred offences involving moral turpitude as defined in the Criminal Code of Nigeria and as may from time to time be defined in any criminal or penal code of any of the governments in the Federal Republic of Nigeria.*

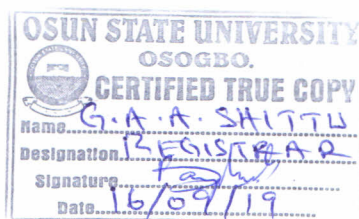


<b>"Date of Acceptance"</b>	-	<i>the date a staff picks his/her appointment letter and completes the acceptance Form in the Registry Department of the University.</i>
<b>"Date of Appointment"</b>	-	<i>The date an appointed staff attained the status of appointment.</i>
<b>"Date of Assumption"</b>	-	<i>The date an appointed staff assumed duty in the University</i>
<b>"Dean of Faculty"</b>	-	<i>A senior staff of a professorial rank elected by the Faculty Board.</i>
<b>"Department"</b>	-	<i>Any unit of the University organized and Designated for approved functions, whether teaching, research, administrative, technical or professional services as recognized by the Council.</i>
<b>"Deputy Provost"</b>	-	<i>A person so elected by the College Board and approved by the Vice-Chancellor.</i>
<b>Deputy Vice-Chancellor</b>	-	<i>Means the Deputy Vice-Chancellor of the University as defined by the Statutes.</i>
<b>Development Committee</b>	-	<i>This is a Standing Committee of the University that recommends approval to Senate on new programmes to be floated in a Department or Centre. It composes all Principal Officers, Provosts of Colleges, Deans of Faculties and Director of Academic Programmes.</i>
<b>Director</b>	-	<i>a person who heads a Directorate, Institute or Centre.</i>
<b>"Expatriate"</b>	-	<i>Any person designated by the laws of Nigeria as non-Nigerian.</i>
<b>"Faculty"</b>	-	<i>As constituted and established under the provision of the Osun State University Law.</i>
<b>"Family"</b>	-	<i>A member of staff with his/her spouse and his/her children up to a maximum of four, who are below 21 years of age, and if over that age are still receiving education.</i>
<b>"Head of Department"</b>	-	<i>A person of professorial rank appointed by the Vice-Chancellor to head a Department.</i>
<b>In-service-Training</b>	-	<i>includes any training undergone by staff during the period of employment.</i>
<b>"Institute"</b>	-	<i>As constituted and established by the Senate and Council of the University.</i>





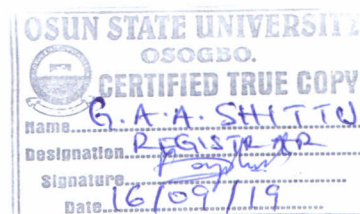
<i>Leave of absence</i>	-	<i>unpaid leave granted to staff</i>
<i>Librarian</i>	-	the University Librarian or any person appointed by the University authorities to perform in that capacity for the purpose of all or part of these regulations.
<i>Management</i>	-	Executives of the University as a body which comprises all the Principal Officers, Provosts of Colleges, Directors of Academic Programmes or Centres and other Directors as may be determined by the body. The body generates corporate policies other than academic policies that are processed to Council.
<i>Misconduct</i>	-	<p>means general misbehaviour or wrongdoing to the embarrassment of the University or to the prejudice of discipline and the proper administration of the business of the University, conviction on a criminal offence and, without prejudice to the generality of this include;</p> <ul style="list-style-type: none"> <li>(i) Corruption;</li> <li>(ii) Bribery</li> <li>(iii) Embezzlement</li> <li>(iv) Misappropriation of funds</li> <li>(v) Dishonesty;</li> <li>(iii) Drunkenness;</li> <li>(iv) insubordination</li> <li>(v) Negligence:</li> <li>(vi) falsification of records;</li> <li>(vii) failure to keep records or suppression of records;</li> <li>(viii) absence without leave from place of work without satisfactory excuse;</li> <li>(ix) failure to resume from authorized leave at its expiration,</li> <li>(x) negligence deemed by an auditor to have occasioned a loss of funds to the University;</li> <li>(xi) disobedience of an order to proceed on transfer or to accept a posting or of any other lawful order issued by the University Council, the Vice-Chancellor, the Registrar, the Head of Department or their representatives;</li> <li>(xii) failure to appear or to answer any person or body designated by the University Council, the Vice-Chancellor or the Registrar for the purpose of investigating any matter provided for, in or any case relating to this Regulation;</li> <li>(xiii) Unruly behaviour;</li> <li>(xiv) Use of foul or indecent language;</li> <li>(xv) Assault and Battery;</li> <li>(xvi) dereliction of duties;</li> </ul>





- (xvii) general incompetence;
- (xviii) holding multiple paid appointments;
- (xix) full-time studentship without permission while holding a regular appointment;
- (xx) sexual harassment;
- (xxi) using the office as a place for trading;
- (xxii) proselytizing; political campaigning or transacting any other business other than the official one;
- (xxiii) lateness to the place of work;
- (xxiv) falsification of age or document.
- (xxv) Leakage of official information
- (xxvi) Rumour mongering and false claim
- (xxvii) Disruption of academic programme
- (xxviii) Unlawful assembly and or procession
- (xxix) Sleeping in the office;
- (xxx) Disruption of Statutory meetings, other meetings of the Council, Senate, or any Committee of these bodies, official Program of the University like Convocation, Matriculation, Public Lectures, Inaugural Lectures etc.;
- (xxxi) Unauthorized Closure of the University entrance gate or other facilities in the University.

<b>"Non-teaching"</b>	-	<i>An employee of the University other than those on the schedule of teaching and research, and serving the University in administrative, professional or technical cadres.</i>
<b>"Promotion"</b>	-	<i>Elevating the employment status of the University staff from a lower level to the next higher level with a commensurate salary. In this context, an upward re-grading to overcome any previous anomaly in appointment shall not be regarded as promotion.</i>
<b>"Provost"</b>	-	<i>A staff of a professorial rank elected by the College Board and approved by the Vice-Chancellor</i>
<b>Registrar</b>	-	the Registrar of the University or any person appointed by the Council to act in that capacity for the purpose of all or part of these regulations.
<b>"Re-grading"</b>	-	<i>Elevation of employment status upon acquisition of additional relevant qualification subject to existing vacancies, or to overcome any previous anomaly in appointment.</i>
<b>"Semester"</b>	-	<i>Any of the two parts into which the academic year is divided, namely the Harmattan and Rain Semesters.</i>
<b>"Senior Staff"</b>	-	<i>"Senior Staff" means a member of staff holding substantive appointment on CONUASS 01 CONUATSS 07/CONUNASS 06 and above or its</i>



*equivalent and any other salary scale that may be approved from time to time.*

<i>Sabbatical Leave</i>	-	is a period of paid leave granted to staff who have accumulated a minimum of 12 semesters as approved by the University.
<i>Study Leave</i>	-	is a period of paid leave granted to staff for academic purposes after a period of service.
<i>Sub-Dean (Students Affairs)</i>	-	Sub-Dean, Students Affairs is a Staff that is appointed to take charge of all affairs of students in the College. These may include academic and non-academic affairs. He or she reports all the activities, both student's academic and social to Dean, Student Affairs. Also, Sub-Dean serves as adviser to student and liaise with parents of our students to solve all identifiable problems.
<i>"Junior Staff"</i>	-	<i>Shall include all non-teaching staff under CONUNASS 6 so Designated through financial and functional delineation.</i>
<i>"Transfer of Service"</i>	-	<i>Release of a member of staff from one Department to another in the University or from one Public Service to another.</i>
<i>"Intra University Transfer"</i>	-	<i>posting of a member of staff from one College/Faculty/Department to another especially non-teaching staff.</i>
<i>"University"</i>	-	<i>Means the Osun State University as established by the Osun State University Establishment Law for the time being in force</i>
<i>Vice Chancellor:</i>	-	Means the Vice Chancellor of the Osun State University appointed according to the provisions of the Law.
<i>"Vice-Dean of Faculty"</i>	-	<i>A person elected by the Faculty Board and approved by the Vice-Chancellor.</i>
<i>"CONUASS"</i>	-	<i>Consolidated University Academic Salary Structure</i>
<i>"CONUNASS"</i>	-	<i>Consolidated University Non-Academic Salary Structure</i>
<i>CONUATSS</i>	-	defined as 'Consolidated University Academic Technologist Salary Structure'
<i>"A &amp; PC"</i>	-	<i>Appointments and Promotions Committee</i>
<i>"F &amp; GPC"</i>	-	<i>Finance and General Purpose Committee</i>



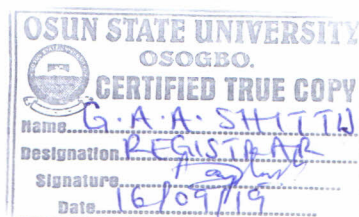


## SECTION II

### 2.0 APPOINTMENTS

#### 2.1 General

- i. All vacancies in respect of full-time permanent establishments shall normally be filled by promotions from amongst the existing staff, or by appointments, after internal and or external advertisements and interviews, in accordance with the appropriate provisions of the University Regulations.
- ii. Any contract of appointment signed with the University shall contain or be deemed to contain a provision that the terms or conditions of service therein specified are subject to the provisions of the Law of the University and Osun State Establishment circulars that may be adopted by Council from time to time.
- iii. All appointments shall be subject to a successful medical examination arranged by or on behalf of the University.
- iv. An appointment shall not be valid until accepted in writing. The appointment commences from the date of assumption of duty.
- v. Every staff shall, on appointment, show valid and acceptable proof of his age, marital status, number and ages of children, academic and professional credentials, as well as record of service of previous appointments and evidence of release from the immediate employer.
- vi. No change in age declaration will be entertained after assumption of duty.
- vii. Domicile and Next of kin shall be as declared on first appointment unless applications for change have been made and approved by the Vice-Chancellor.
- viii. All appointments shall normally be made to established positions and all vacancies shall normally be filled by the process of advertisement.
- ix. Staff positions shall be created through budgetary provisions, which shall be processed from departments and Units through the Development Committee to Council for approval.
- x. Requests for advertisement of vacancies shall be processed through the Registrar to the Vice-Chancellor and the Council for approval.
- xi. Heads of Department shall provide the following for each vacancy:
  - a. Details of the minimum educational and professional qualifications as well as the experience required for the post to be filled.
  - b. Any other requirements unique to the discipline.
- xii. All advertisements shall indicate the closing date and shall request that applications other than those of Principal Officers be addressed to the Registrar of the University.
- xiii. Shortlisting of Candidates for academic positions shall be done by Head of Department in consultation with other Professors in the Department. The Registrar, University Librarian and Bursar shall shortlist candidates for non-teaching and professional positions as appropriate.
- xiv. A Central Selection Panel shall interview where possible or, where not possible use modern technology, to consider all candidates for appointment from Senior Lectureship positions and above.
- xv. On the recommendation of a Department, Faculty and College, where the Vice-Chancellor is satisfied that special circumstances so require, he may appoint a visiting Professor, an Adjunct lecturer for a period of not more than twelve academic months which must be reported to Council for approval and such appointment may be renewed.
- xvi. No member of staff shall engage in any other gainful employment without the permission of the Vice-Chancellor who must be satisfied that the engagement will not adversely affect the



- primary assignment of the staff. The sharing of the remuneration payable to staff on consultancy shall be as determined by the University from time to time.
- xvii. A candidate with a Doctoral degree with evidence of approval from the Senate of the awarding institution may be appointed to the grade of Lecturer II. Provided that holders of requisite Master's degrees in Law, Accounting, Engineering and Environmental Sciences, Pharmacy with requisite professional qualifications as well as holders of MBBS may also be appointed Lecturer II. An Assistant Lecturer who, while on that grade, obtains a Doctoral degree shall be regraded Lecturer II. The recommendation for regrading shall be made through the appropriate Review Panel to the Appointments and Promotions Committee (Academic).
  - xviii. If a member of staff that obtained a Master's or PhD degree while on approved leave, the commencement of the new scale as well as the regrading shall be from the date of award of degree, provided that the staff has resumed duty.
  - xix. Where a member of staff who obtained his Master's or Ph.D. degree from the University or any other recognized University is regraded, the date of regrading and the new salary will be the date the Senate of the University awarded the degree.
  - xx. Appointments are made by the Governing Council on the recommendations of the Appointments and Promotions Committee established under the Statutes. Letters of appointments are issued by the Registrar to whom a letter of acceptance shall be made within 3 weeks. The date on which an appointee shall take up an appointment is a matter of agreement between him/her and the University as to the completion of the contractual relationship between them but not exceeding 3 months from the date of the offer of employment.
  - xxi. Date of commencement: An appointment shall commence from the date the member of staff reports to take up his/her duties.

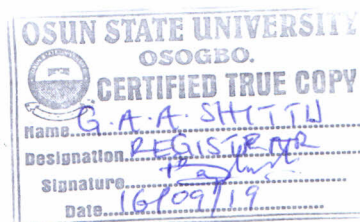
**2.2.0: The Appointments and Promotions Committee (A & P C) Academic; Administrative and Technical for Senior Staff and Junior Staff.**

**2.2.1: There shall be a standing committee of Council known as the Appointments and Promotions Committee. The Committee's terms of reference shall be:**

- (a) to consider appointments, promotions, and welfare of staff, except to the offices of the Registrar, Bursar and Librarian provided always that the Vice-Chancellor shall have power to make temporary appointments to such posts for a period not exceeding one year;
- (b) to make recommendations to Council on any matter that will be in the interest of the proper appointments, promotions and welfare of staff of the University; and
- (c) to report to Council from time to time.

**2.2.2: The composition of the Appointments and Promotions Committee (Academic) shall be:**

- a. The Vice-Chancellor (Chairman);
- b. The Deputy Vice-Chancellor (ARIP)
- c. The Deputy Vice-Chancellor (A&D)
- d. University Librarian
- e. Provosts of Colleges
- f. Deans of Faculties
- g. Two (2) external members of Council





h. The Registrar or the representative shall be the Secretary of the Committee

2.2.3: The composition of the Appointments and Promotions Committee (Admin & Tech) shall be:

- a. The Vice-Chancellor (Chairman);
- b. The Deputy Vice-Chancellor (ARIP)
- c. The Deputy Vice-Chancellor (A&D)
- d. Registrar
- e. Bursar
- f. University Librarian
- g. Provosts of Colleges
- h. Directors of Services
- i. Deans of Faculties
- j. Two (2) external members of Council
- k. Deputy Registrar, Personnel Affairs shall be the Secretary of the Committee

2.2.4: The Composition of the Appointments and Promotions Committee (Junior Staff) shall be:

- a. The Deputy Vice-Chancellor (A&D)
- b. Registrar
- c. Bursar
- d. University Librarian
- e. Director of Works
- f. Two (2) external members of Council
- g. Deputy Registrar, Personnel Affairs shall be the Secretary of the Committee

2.2.5: Quorum: Quorum for all Appointments and Promotions Committee meetings shall be 1/3 of membership.

2.2.6: Appointments and promotions with regards to Academic and Non-teaching positions shall be based on merit and without prejudice to gender, race, creed or ethnic origin.

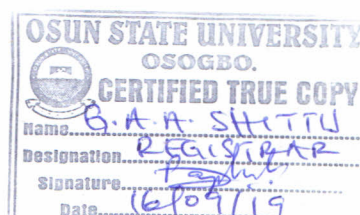
2.2.7: Disqualification for Appointment.

A conviction for a criminal offence not quashed on appeal, or dismissal or termination from a previous post shall disqualify a person from being offered employment by the University. Where a member of staff is found to have deliberately withheld such information from the University, such a member of staff shall be liable to summary dismissal.

2.2.8: An officer whose appointment in the University had been terminated on grounds of misconduct shall not be re-appointed into the University service.

2.3.0: Constitution of the University Assessment and Interviewing Panel

2.3.1. There shall be constituted, in respect of each appointment, a University (Assessment and Interviewing) Panel that shall interview and assess candidates for appointment and make recommendations to the appropriate Appointments and Promotions Committee.



2.3.2: The University Assessment and Selection Panel shall consist of:

- a. The Vice-Chancellor (Chairman);
- b. Deputy Vice-Chancellor (ARIP);
- c. Deputy Vice-Chancellor (A&D);
- d. The Provost of the College where applicable;
- e. The Dean of the Faculty concerned;
- f. The Head of Department concerned, except if the person is the candidate for interview;
- g. Two persons with knowledge of the subject or field in respect of which candidates are being assessed or interviewed; and
- h. The Registrar or the representative as Secretary.

2.3.4: Appointment process shall normally be concluded within a period of six months after which the whole process shall terminate. Any offer of appointment duly communicated but not accepted within three months shall lapse.

2.4.0: Incremental Date

The general incremental date of those in receipt of salaries on an incremental scale shall be October 1, provided that the salary on which increment is to be made is entered on not less than six months before October 1. This applies to regular appointments only.

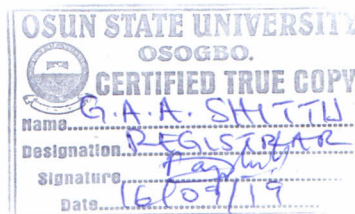
2.5.0: Rights of Spouses

- (a) In cases where either the husband or the wife is employed by the University and they are in a position to claim a right or privilege, only one of them can make a claim except for passages.
- (b) Where husband and wife are both employed by the University, they shall not be eligible to double entitlements, whatever the source, in relation to housing, children's allowance, medical benefits and passage allowances.
- (c) The decision in (b) of this section as to which one shall make the claim is to be made by the family unit concerned and the Registrar shall be informed of the decision.
- (d) If, on medical grounds, the spouse of a member of staff is financially dependent on the other spouse (member of staff), provision may be made for passages and medical care of the spouse. Such cases are to be referred to the Council through the Board of Health for consideration. An expatriate spouse married to a Nigerian has the same contractual rights, obligations and privileges as are applicable to a Nigerian member of staff, except if appointed under a specific contract.

2.6.0: Procedure and Criteria for Appointment to Academic Positions

2.6.1: Permanent Academic Staff Positions

- (a) As the need arises, Heads of Department shall seek approval from the Vice-Chancellor to initiate processes to fill vacancies which exist in their Departments.
- (b) In respect of any vacancy that is to be filled, the Heads of Department shall submit a request for advertisement stating clearly the requirements for filling the post. Then, the Registrar shall advertise accordingly.





- (c) Where a Chair is vacant, the substantive Head of Department shall submit a request for advertisement stating clearly the requirements for filling the vacant Chair. Then, the Registrar shall advertise accordingly.
- (d) The Registrar shall advertise in at least two (2) National Newspapers and on the University website.
- (e) After the closing date, the Registrar shall, on the advice of the Head of Department, or the Dean, when an acting Head is a candidate, prepare a list of those qualified according to the requirements stated in the advertisement.
- (f) After the receipt of the applications, the Registrar shall ask the Head of Department in consultation with a panel of senior academic staff to prepare a shortlist which shall be returned to the Registrar within fourteen days of receiving the applications by the Department.
- (g) The Head of Department shall consult his/her Dean and suggest the membership of the Selection Panel for the approval of the Vice-Chancellor.
- (h) On receipt of the Vice-Chancellor's approval of the Selection Panel (with or without amendments) the Registrar, in consultation with the Head of Department, shall recommend a suitable date for interview.
- (i) Members of the Selection Panel shall evaluate the Curriculum Vitae of persons invited for interview. The experts shall be given opportunity to evaluate the publications, before interview. All members shall be free to ask questions on the publications.
- (j) The reports of the Selection Panel will be forwarded to the Vice Chancellor who will approve for further processing.
- (k) For Professorial cadre, the publications of those found appointable shall be forwarded to three (3) external Assessors on the recommendation of the Faculty.
- (l) The reports of the external Assessors as well as the reports of Selection Panel (earlier approved by the Vice Chancellor) shall be presented to the Appointments and Promotions Committee for recommendation to Council for final determination.
- (m) As soon as possible, thereafter, the Registrar shall issue the letter of appointment in accordance with the decision of the Council.

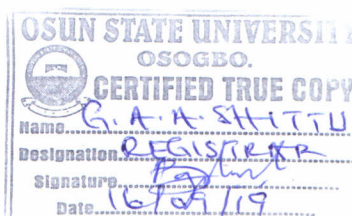
#### 2.6.2: Appointment of Assistant Lecturer

Appointments to the position of Assistant Lecturer shall be made subject to the following condition:

- (a) a candidate who has a Master's degree and evidence of registration for a Ph.D. programme may be appointed Assistant Lecturer;

#### 2.6.4: Upgrading to Lecturer II / I

- (a) An Assistant Lecturer /Lecturer II may be upgraded to Lecturer II/I on obtaining the Ph.D. degree.
- (b) An Assistant Lecturer who has an M.Phil. qualification may be upgraded to Lecturer II after a period of one year.
- (c) The Faculty Appointments and Promotions Panel shall satisfy itself that the candidate is *prima facie* qualified to participate in the teaching or allied programmes of the Departments.



- (d) The decision of the Faculty Appointments and Promotions Panel in this matter shall be communicated immediately to the Registrar/ Secretary to the College as applicable, with the request that an upgrading be made. Relevant minutes of the meetings of the Faculty Appointments and Promotions Panel must be attached.

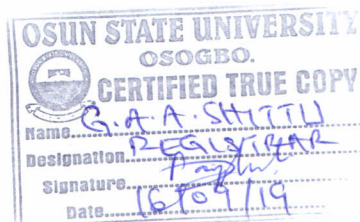
**2.6.5: Part-Time Appointments (Associate, Adjunct and Honorary Lecturers)**

- (a) **Appointment and Remuneration of Associate, Adjunct and Honorary Lecturers:**  
Candidates may be appointed to any of the teaching Departments of the University. The rate of remuneration for Associate/Adjunct/Honourary Lecturers shall be determined by Council on the recommendation of the Department from time to time.
- (b) **Duties**  
Candidates shall normally be involved in teaching and practical work of the Department and shall handle not more than six (6) unit courses or equivalent work load per semester.
- (c) **Qualifications**  
Candidates must satisfy the requirements of a University teacher. Candidates who are certified by the appropriate College/Faculty authority as possessing special expertise or professional competence that the Departments need may also be appointed Associate/Adjunct/Honourary Lecturers.
- (d) **Appointing Authority**  
The appointment of candidates shall be made in the first instance by the Vice Chancellor/Provost on the recommendation of the Departmental Appointments and Promotions Panel and renewed annually by the same Committee.

**2.6.6. Conditions Governing Appointments.**

The following categories of appointments may be made by the Council of the University:

- (i) Tenured appointment;
  - (ii) Contract appointment;
  - (iii) Visiting appointment;
  - (iv) Adjunct appointment;
  - (v) Temporary appointment;
  - (vi) Acting Appointment;
  - (vii) Appointment of Emeritus Professor; and
  - (viii) Honorary Appointment (appointment without stipend)
- (i) **Tenured Appointment**
- (a) All Nigerians are eligible for appointment till retiring age as determined from time to time by the government.
  - (b) Expatriate spouses of Nigerians are eligible for appointment till retiring age.
  - (c) A tenured appointment shall be on full-time basis and if confirmed shall continue until the end of the academic year in which the member of staff reaches retiring age.
  - (d) Appointment to all grades, with the exception of the grade of Professor shall initially be for two years after which the appointment may be reviewed and





be confirmed till retiring age or be renewed for specific periods of time or terminated for non-performance.

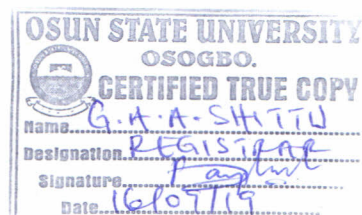
- (e) Appointments to the post of Associate Professor and Professor shall be subjected to external assessment. The Provost of the College shall submit to the Vice-Chancellor a list of six names of possible External Assessors out of which the Vice-Chancellor shall choose three. The Vice-Chancellor shall forward the publications of the candidate to the selected assessors with guidelines for the assessment. Such appointment shall be subject to the receipt of two positive assessments. Assessors' reports shall be processed to the Appointments and Promotions Committee (Academic) together with the Review Panel Report for approval.
- (f) The appointment of the Registrar, the University Librarian and the Bursar shall be for a period of five years.

**(ii) Contract Appointment**

- (a) Contract appointments may be offered to:
  - (i) staff on voluntary retirement who have not attained the mandatory age of retirement;
  - (ii) staff who have reached the mandatory retirement age as determined by government from time to time; and
  - (iii) expatriate staff.
- (b) Contract appointments for staff who have not attained the mandatory retirement age may be renewed annually upon satisfactory performance up to mandatory retirement age for such a staff member, while that of an expatriate staff shall be for two years at a time. In addition, a contract appointment of persons who have reached the mandatory age of retirement shall be for one year at a time for a maximum of five years, subject always to a satisfactory medical report, PROVIDED ALWAYS that all renewals shall be subject to satisfactory performance.
- (c) At the end of the contract period, the appointment shall be deemed to have been terminated unless re-appointment is offered and accepted in writing.
- (d) Any staff on contract shall be eligible for annual increment while the contract subsists. The salaries and status of such staff may be reviewed upwards when the contract is being renewed.
- (e) Expatriates on contract appointment, who were recruited directly from other countries, shall be provided with passages for self, spouse and two children who are still in school on first appointment and at the expiration of the appointment.
- (f) Staff on contract appointment shall be entitled to sponsorship for conferences and annual leave.
- (g) Contract staff shall not be entitled to pension or gratuity. Expatriate staff shall however be entitled to 10% of their emoluments as gratuity payable at the end of the third renewal where applicable.
- (h) Contract staff shall not be entitled to sabbatical leave.

**(iii) Visiting Appointments**

- (a) Visiting appointments shall be subject to vacancy.
- (b) Visiting appointments for one year in the first instance shall be given to persons:
  - (i) who have retired from pensionable appointments and possess specialized skills relevant to the needs of the University; or
  - (ii) who are still in active service but whose engagement will be of social, economic and intellectual benefit to the University.
- (c) Under special circumstances as approved by the Council, visiting appointments may be made for short periods to meet specialized needs.
- (d) Visiting appointments shall be deemed to have been terminated unless re-appointment is offered and accepted in writing.



**(iv) Adjunct Appointment**

- a. Adjunct appointments may be offered to an academic staff who, while on full-time appointment in another institution, could make his/her services available on part-time basis.
- b. Adjunct appointments shall be made on semester basis.
- c. All such appointments shall be bound by the laws and regulations governing the staff of the University.
- d. Adjunct appointees shall be entitled to honorarium per workload as approved by Council
- e. Adjunct appointees shall not be entitled to pro-rated leave or sponsored conferences.

**(v). Temporary Appointment**

Upon Recommendation by the appropriate Head of Department and Dean of Faculty, a temporary appointment to a staff position for a period not exceeding one year may be made by the Vice-Chancellor. However, the process of regularization of such an appointment must be completed within the one-year appointment period. Also any request for extension can only be granted by the Appointments and Promotions Committee. All regularizations shall be back dated to the date of commencement of temporary appointments.

Temporary service of a person appointed to an established post may count as part of a period of probation, provided that such temporary service is relevant to the appointment and has been within the University, preferably in the department or unit to which the person is being appointed.

**(vi) Acting Appointment**

For any person occupying the higher office in an acting capacity, the following shall be applicable rules to his/her emolument.

- (i) He/she shall be entitled to his/her normal salary
- (ii) He/she shall be entitled to 50% of the allowance of the office of the position for which he/she is acting
- (iii) If the 50% is not up to the amount of his/her office he/she shall be paid 75% of the amount as allowance.

**(vii) Appointment of Emeritus Professor**

Emeritus Professor is a title bestowed on Professors who have made significant contributions in their field and have completed their service in the University meritoriously.

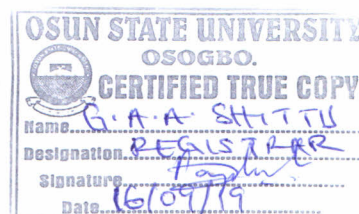
For the appointment of an Emeritus Professor, the candidate shall be assessed based on Senate approved criteria and procedures.

**(viii) Honourary appointments i.e. non stipendiary appointment**

An honorary appointment is a voluntary arrangement which allows esteemed individuals from other institutions and businesses to cooperate with academic staff in teaching.

**(ix) Confirmation of Appointments**

- (a) All appointments, other than those made to retirement age in the grade of Professor, Registrar, University Librarian and Bursar shall be reviewed before the expiration of the probationary period regardless of whether the person concerned has in the meantime been promoted or regraded from one grade to another, appointed to a higher grade or transferred from one Department or College to another.





- (b) Confirmation of academic staff appointment after the initial period of two years to retirement age, after the initial period of two years and obtaining a PhD or M.Phil. for staff members that must go through M.Phil., shall be on the recommendation of the Head of Department. Such recommendation which shall be processed through the Faculty and College Review Panels to the Appointments and Promotions Committee (Academic) for approval, shall be made on the basis of effective contribution to teaching and research since first appointment, provided that in exceptional circumstances confirmation in the grade of Lecturer may be made on evidence of exceptional teaching ability and experience.
- (c) Confirmation of the appointment of a non-academic staff to retirement age, after the initial period of two years, shall be based on job knowledge and satisfactory performance of the duties of the office and such recommendation shall be written by the Head of Department and processed through the Registry/Bursary Review Panel to the Appointments and Promotions Committee (Administrative and Technical) for approval.
- (d) Graduate Assistants, Assistant Lecturers and other academic members of staff in training positions are not eligible for consideration for confirmation of appointment.

## 2.7.0 TRANSFER

### 2.7.1 Intra-University Transfer of Staff

Intra-University transfer from one Department to another within the University requires the prior approval of the two Departments concerned. Such transfer shall be subject to vacancy. An application for such transfer must be submitted to the Head of the applicant's Department and must state the reasons for desiring a transfer, and qualifications for the work the applicant wishes to undertake. The receiving Department must conduct a regular interview to ensure that the candidate can function adequately in the new Department but there is no need for advertisement. Where such transfer is from an administrative/technical to an academic position, the interview shall be conducted by the Central University Selection Panel.

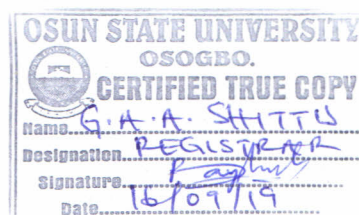
### 2.7.2 Inter-Campus Transfer of Staff

- (a) For effective management of the University, the Vice-Chancellor, on the recommendation of the Head of Department, may transfer a member of staff from one College to another. Except in special circumstances, such as need, such transfer shall however not be earlier than three years after last deployment.
- (b) Staff on inter-campus transfer shall be entitled to a month's net salary as Relocation Allowance, payable within 2 weeks of assumption of duty at the new post. This shall be seen as a normal routine meant to further enhance efficiency and effectiveness.

## 2.8.0 Appointment of Provosts, Deans, Directors and Heads of Department

### 2.8.1 Appointment of Provost

- a) The Provost of a College shall be a full-time Professor and the appointment shall be by election;
- b) A Provost shall hold office for a term of two years and shall be eligible for re-election for another term of two years after which he may not be re-elected again until two years have elapsed;
- c) All appointments shall be effective from the 1<sup>st</sup> day of August;
- d) The procedure for the election shall be as follows:
  - (i) By the 1<sup>st</sup> of June of the election year, the Registrar shall give notice of election and invite all interested Professors in the College to complete nomination forms for the post. The notice shall indicate a closing date of





- nomination, which shall not be earlier than two weeks after the date of call for nominations.
- (ii) The nomination form shall make provision for a nominee, a proposer, a seconder and their signatures.
  - (iii) Elections into the vacant post of Provost shall be held at the College Board meeting convened for that purpose and chaired by the Registrar. The result of the election shall be processed to the Vice-Chancellor for approval.
  - (iv) Where there is no Professor willing to take the post of Provost of the College, the Vice-Chancellor, shall appoint a Professor from a cognate College as Acting Provost for one year.

### 2.8.2 Appointment of Dean and Vice-Dean

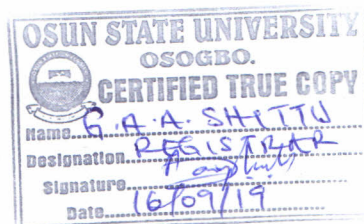
- a) The Dean of a Faculty shall be a Professor elected by the Faculty Board. The Dean shall hold office for two years and shall be eligible for re-election for another term of two years after which he may not be eligible for re-election until two years have elapsed;
  - b) The procedure for the election shall be as follows:
    - (i) By the 1<sup>st</sup> of June of the election year, the College Secretary shall give notice of the election and invite all interested Professors in the Department to complete nomination forms. The notice shall indicate a closing date, which shall not be earlier than two weeks after the date of call for nominations;
    - (ii) The nomination form shall make provision for a nominee, a proposer, a seconder and their signatures;
    - (iii) The election into the post of Dean shall be held at a Faculty Board so convened and shall be presided over by the Faculty Secretary;
    - (iv) The result of an election shall be determined by simple majority and declared immediately after the balloting and the result communicated within 24 hours to the Vice-Chancellor. The result of the election shall be communicated to Senate for ratification.
    - (v) Board Members not below the rank of Assistant Lecturer or Junior Trainee Fellow shall have the right to vote
    - (vi) For the conduct of Deanship election, voting by signed proxy shall be allowed
    - (vii) The result of the election shall be processed by the Registrar to Senate for notification;
    - (viii) Where there is no Professor in the Faculty, the Vice-Chancellor on the advice of the Provost of the College, shall appoint an Acting Dean not below the rank of a Senior Lecturer for a period of one year at a time;
    - (ix) The Vice-Dean of the faculty shall be elected by the Faculty Board through a process similar to the election of the Dean. The Vice-Dean shall not be lower than a Senior Lecturer, and shall hold office for one year, which shall be renewable only once;
    - (x) Appointment of the Dean shall be effective from the 1<sup>st</sup> day of August while that of the Vice-Dean shall be effective from the 1<sup>st</sup> day of October.
- C. The Dean and the Vice-Dean of Student Affairs shall be appointed by the Vice-Chancellor. The appointment shall be for a period of two years and shall be eligible for another period of two years only.

### 2.8.3 Appointment of Directors

Directors of Centres/Institutes /Units shall be appointed by the Vice-Chancellor for a period of two years and shall be eligible for appointment for another period of two years only.

### 2.8.4 Appointment of Heads of Departments

- (a) Heads of Departments shall be appointed by the Vice-Chancellor



- and such Heads shall hold office for a period of three years.
- (b) The procedure for the appointments of the Heads of Departments shall be as follows:
    - (i) The Head of Department shall be a Professor and shall be appointed by the Vice-Chancellor on the recommendation of the Dean. In a situation where there is no Dean, Provost shall recommend.
    - (ii) In a situation where there is no Professor in the Department, the Vice-Chancellor shall appoint an academic staff of at least the rank of Senior Lecturer as Acting Head of Department for a period of one year renewable for a period of another year. Other than in exceptional circumstances, the period of such acting appointment shall not exceed three years.
    - (iv) Where there is no Senior Lecturer in the Department, a Lecturer may be appointed as Coordinator for a period of not more than six months in the first instance, except that the Vice-Chancellor may appoint a Senior Lecturer from a cognate Department to oversee the Department for a period of one year at a time.

#### 2.8.5 Appointment of Principal Officers

The appointment of Principal Officers of the University shall be as provided for in the enabling law of the University

### 2.9 MEMBERSHIP OF SELECTION PANELS

#### 2.9.1 SELECTION PANEL FOR THE APPOINTMENT OF VICE-CHANCELLOR SHALL COMPRISE:

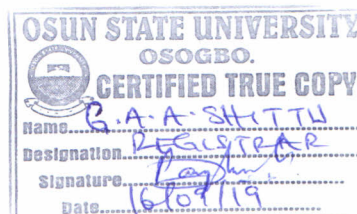
1. The Pro-Chancellor as Chairman;
2. Two (2) external members of Council; and
3. Two (2) members of Senate who are Professors but who are not members of the Search Team.
4. Two (2) or more external Consultants (serving or non-serving Vice-Chancellors or Professors) who are not members of the Panel but invited on the basis of their expertise and versatility.
5. Registrar as the Secretary.

#### 2.9.2 SELECTION PANEL FOR REGISTRAR, BURSAR AND UNIVERSITY LIBRARIAN:

1. The Pro-Chancellor as Chairman;
2. The Vice-Chancellor;
3. Two (2) external members of Council;
4. Two (2) members of Senate who are Professors or Staff not less than Senior lecturers; and
5. Two (2) or more external consultants who are not members of the Panel but invited on the basis of their expertise and versatility.
6. Registrar as the Secretary.

#### 2.9.3 ACADEMIC STAFF SELECTION PANEL:

1. The Vice-Chancellor;
2. The Deputy Vice-Chancellor (ARIP);
3. The Deputy Vice-Chancellor (A & D);
4. Dean of Faculty to which appointment is being made;
5. HOD concerned, provided that if appointment is to a Professorship position in the Department, the Acting Head, if any, shall not be a member if he himself is a candidate for appointment or if he holds a post below the rank of a Professor;
6. Two (2) persons who have knowledge of the subject matter concerned, nominated by Vice-Chancellor; and
7. Registrar as the Secretary.





#### 2.9.4 ADMINISTRATIVE AND TECHNICAL STAFF SELECTION PANEL:

1. Vice-Chancellor as Chairman
2. The Deputy Vice-Chancellor (ARIP);
3. The Deputy Vice-Chancellor (A & D);
4. Registrar;
5. Head of the Department where the appointment is being made;
6. Two (2) persons who have the knowledge of the subject matter concerned, nominated by Vice-Chancellor; and
7. Head, Personnel Affairs as Secretary.

#### 2.9.5 SELECTION PANEL FOR NON-TEACHING STAFF (JUNIOR)

- |  |             |
|--|-------------|
| 1. Registrar   | - Chairman  |
| 2. Bursar  | - Member    |
| 3. Head of Department/Unit to which the appointment being made | - Member    |
| 4. Head, Personnel Affairs Unit                                | - Member    |
| 5. One or more other person(s) nominated by the Registrar      | - Member    |
| 6. Administrative Officer, Junior Staff Matters                | - Secretary |

#### 2.10 THE FINANCE AND GENERAL PURPOSES COMMITTEE

1. Pro-Chancellor, who shall be the Chairman of the Committee at any meeting at which he is present;
2. Vice-Chancellor;
3. Deputy Vice-Chancellors;
4. One (1) member from amongst the six (6) external members of Council, representing a variety of interests and broad representatives of geographical divisions of the State appointed by the Visitor; and
5. Two (2) other members of Council appointed by the Council, one of whom shall be a member representing Senate or Congregation.
6. Registrar as the Secretary.

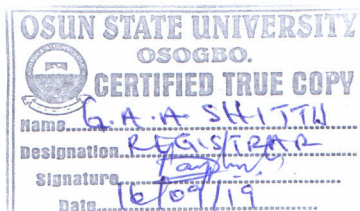
#### 2.11 REVIEW PANELS

##### 2.11.1 COMPOSITION OF REGISTRY REVIEW PANEL

- |  |                 |
|--|-----------------|
| 1. Registrar   | - Chairman      |
| 2. Bursar or representative                                  | - Member        |
| 3. University Librarian or representative                    | - Member        |
| 4. Director, Internal Audit                                  | - Member        |
| 5. Head, Academic Affairs                                    | - Member        |
| 6. Head, Council Affairs                                     | - Member        |
| 7. Head, Personnel Affairs                                   | - Member        |
| 8. All other Heads of Units in the Registry                  | - Member        |
| 9. All College Secretaries (PAR and above)                   | - Members       |
| 10. PAR/SAR, Registrar's Office                              | - Secretary     |
| 11. All College Secretaries (SAR and below)/Faculty Officers | - In attendance |

##### 2.11.2 COMPOSITION OF BURSARY REVIEW PANEL

- |                            |            |
|----------------------------|------------|
| 1. Bursar                  | - Chairman |
| 2. Head, Personnel Affairs | - Member   |



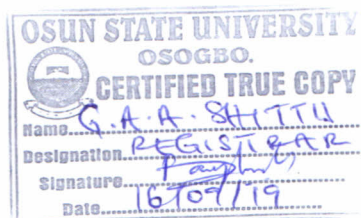
- |  |             |
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| 3. Director, Internal Audit                        | - Member    |
| 4. All Deputy Bursars                              | - Members   |
| 5. All Heads of Units in the Department            | - Members   |
| 6. Administrative Officer (Personnel Affairs Unit) | - Secretary |

#### 2.11.3 COMPOSITION OF VICE-CHANCELLOR'S OFFICE REVIEW PANEL

- |   |                    |
|---|--------------------|
| 1. Registrar  | - Chairman         |
| 2. Director, Works, Maintenance & Physical Planning | - Member           |
| 3. Director, IMTC                                   | - Member           |
| 4. Director, Internal Audit                         | - Member           |
| 5. Director, Advancement Office                     | - Member           |
| 6. Director, University Medical and Health Services | - Member           |
| 7. Head, Security Unit                              | - Member           |
| 8. Dean, Student Affairs                            | - Member           |
| 9. Head, Personnel Affairs                          | - Member           |
| 10. Director of Sports                              | - Member           |
| 11. Deputy Registrar (Vice-Chancellor's Office)     | - Member/Secretary |

#### 2.11.4 COMPOSITION OF LIBRARY REVIEW PANEL FOR NON-ACADEMIC STAFF

- |   |             |
|---|-------------|
| 1. University Librarian                       | - Chairman  |
| 2. Chairman COPDD                             | - Member    |
| 3. All Deputy University Librarians           | - Members   |
| 4. Head, Personnel Affairs                    | - Member    |
| 5. Heads of College Libraries                 | - Members   |
| 6. Administrative Officer (Personnel Affairs) | - Secretary |





### SECTION III

#### 3.0 Disengagement from Service & Related Matters

##### 3.1 **Resignation of Appointment**

- (a) Unless the consent of Council be otherwise obtained, a member of the academic staff shall not resign his appointment other than at the end of the academic session after having given to Council due notice in writing of his intention to do so or tendered payment in lieu of notice. Provided that this paragraph shall not operate where a member of staff is under a bond to serve the University; and in such cases, the terms and conditions of the bond shall apply.
- (b) A Professor, the Registrar, the University Librarian and the Bursar shall give six months' notice to coincide with the end of the academic session or tender six months basic salary in lieu of notice.
- (c) Other academic staff shall give three months' notice to coincide with the end of academic session, or tender three months' basic salary in lieu of notice.
- (d) All other staff shall resign their appointment at any time upon giving three months' notice in writing to Registrar or by tendering three months' basic salary in lieu of notice. Unconfirmed staff shall give one (1) month notice or salary in lieu as the case may be.
- (e) No academic staff shall leave service without submitting to the Head of Department and Dean all records on students, including examination results of students, and such submission shall be documented for the attention of the Provost and the Vice-Chancellor as the case may be.
- (f) Where a staff on temporary appointment decides to disengage from the University before the period specified in the agreement, such staff shall be required to give one month notice of resignation or one month basic salary in lieu of notice.

##### 3.2 **Voluntary Retirement**

A member of staff may voluntarily retire from service, not having attained the stipulated compulsory retirement age, and after giving due notice, such staff shall be entitled to retirement benefits as provided for by the pension law for the time being in force.

##### 3.3 **Transfer of Service**

The Vice-Chancellor, on behalf of Council, may approve transfer of service for staff on tenured appointments to and from other scheduled services under the following conditions:

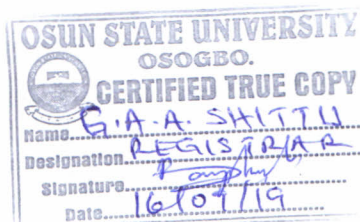
- (i) Staff appointment had been confirmed.
- (ii) Staff gives the University at least three months' notice to the effective date of transfer which for academic staff shall expire at the end of the semester.
- (iii) Staff has made acceptable arrangement to pay any outstanding indebtedness to the University.

##### 3.4 **Termination on Ground of Ill-Health**

- (a) If a member of staff falls ill and is unable to discharge his duties, he shall be on full salary for six months after which he shall be on half salary for not more than another six months;
- (b) If the ailment continues after 12 months, the case shall be considered by a duly constituted Medical Board. If the Board is satisfied that the staff is medically unfit, and that there is no reasonable likelihood of his being able to resume duties then the Board shall recommend to Council to terminate the appointment of such staff on medical ground. Such staff shall be entitled to his full pension benefits.

##### 3.5 **Clearance**

On submission of letter of resignation/retirement, the Registrar shall forward clearance forms to the staff to be processed to all relevant sections of the University, including the Unit/Department/Faculty/College/Bursary/Library/ Cooperative Societies/Health Centres for the Heads of such sections to confirm that the staff is in no way indebted to the University. The notice of resignation/retirement will be accepted thereafter.





### 3.6 Death

- (a) Where a member of staff dies before he is confirmed, or within the first two years of service, the next-of-kin on compassionate grounds shall be given the equivalent of six months salary of the late employee as death benefit.
- (b) Where a member of staff dies after his service has been confirmed, his next of kin shall be paid the equivalent of the annual salary of the late employee in addition to drawing on the employee's pension benefits.
- (c) To be entitled to any of the above benefits, the next-of-kin shall be required to submit a copy of the death certificate and letter of administration.
- (d) Where a former employee dies and the University is notified, the family of the former employee shall be given financial assistance to be determined by Management, but at any rate not exceeding Two Hundred and Fifty Thousand (N250,000).

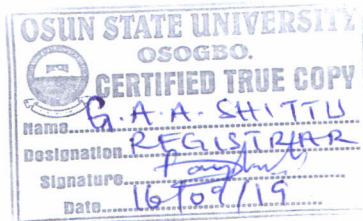
## SECTION IV

### 4.0 DISCIPLINE

#### 4.1 Misconduct

Misconduct shall be defined as any act/behaviour likely to tarnish the good name or reputation of the University and is prejudicial to the proper administration and conducive atmosphere for teaching, learning and community service within and outside the University. Misconduct includes, but is not limited to the following:

- i. Immoral behavior:
  - a. Unruly behavior;
  - b. Drunkenness
  - c. Foul language
  - d. Assault; and
  - e. Battery
- ii. Refusal to proceed on transfer or to accept posting
- iii. Habitual lateness to work
- iv. Deliberate delay in treating official document(s)
- v. Failure to keep records
- vi. Unauthorized removal of public records
- vii. Dishonesty
- viii. Negligence
- ix. Membership of undesirable association
- x. Sleeping on duty
- xi. Improper dressing while on duty
- xii. Hawking merchandise within University premises other than residential area
- xiii. Refusal to take/carry out lawful instruction from superior officers
- xiv. Malingering
- xv. Insubordination;
- xvi. Discourteous behavior to the public; and
- xvii. Failure to honour bond.
- xviii. Falsification of official information;
- xix. Suppression of records;
- xx. Withholding of files;
- xxi. Conviction on a criminal charge (other than a minor traffic offence or the like);
- xxii. Absence from work without official permission;
- xxiii. False claim against University staff;
- xxiv. Bankruptcy/Serious financial embarrassment;
- xxv. Unauthorized disclosure of official information;
- xxvi. Unauthorized undertaking of any study programme (full time or part time)



- xxvii. Corruption which can be defined as an act of an official or fiduciary person who un-lawfully and wrongfully uses his office or character to procure some benefit for himself/herself or another, contrary to the duty and rights of others.
  - (a) Bribery;
  - (b) Embezzlement;
  - (c) Misappropriation
- xxviii. Violation of oath of secrecy
- xxix. Action prejudicial to the security of life and property in the University
- xxx. Advance fee fraud
- xxxi. Holding more than one full-time paid job
- xxxii. loitering, laziness and insolence
- xxxiii. Baseless and or anonymous petition
- xxxiv. Sabotage
- xxxv. Willful damage to public property
- xxxvi. Sexual harassment;
- xxxvii. Cyber crime;
- xxxviii. unauthorized closure of the gates or other facilities in the University;
- xxxviii. Disruption of Statutory meetings, other meetings of the Council, Senate or any Committees of these bodies, official Programme of the University like Convocation, Matriculation, Public Lectures and Inaugural Lectures
- xxxix. Plagiarism; and
- L Any other act unbecoming of a public officer as may be defined by the Council.

#### 4.2.2 Procedure for Staff Complaints

Cases of complaints by members of Staff shall be reported through the Head of unit to the Registrar who will take appropriate action

#### 4.2.3 Tape Recording/Verbatim Report

The Panel appointed to carry out an investigation should feel free to use any lawful means at its disposal to ascertain the facts of the situation. It must obtain written reports and may interview the alleged person(s), the complainant(s), the eye-witnesses and other persons who can help the Panel (depending, of course, on the nature of the case). These will ensure that investigations are thorough and that missing links in written allegations and written self-defence are identified and taken into account.

#### 4.2.4 Open Hearing

Open Hearing can be allowed by the Committee, if found necessary.

#### 4.2.5 Failure to Appear before the Staff Disciplinary Committee

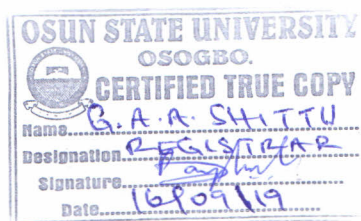
Failure to appear before the Staff Disciplinary Committee (SDC) and or its Panel shall attract suspension from duty without pay until the affected member of staff appears before it.

#### 4.2.6 Dissemination of Information

Since cases of disciplinary nature are delicate and sensitive, the recommendations of the Committee should not be publicized to the University Community, so that the persons concerned may not feel that their public image is being damaged unnecessarily through undue publicity. This is without prejudice to Council giving information to the University Community in respect of cases that demand such publicity.

#### 4.2.7 Gradation of Sanction

The Committee's disciplinary measures shall be ranked according to the nature, rampancy, previous record of the offender and the gravity of the misconduct.





- (i) Verbal reprimand
- (ii) Serious reprimand (in writing);
- (iii) Specific punitive measure, e.g.
  - (a) Loss of annual increment for a specified period;
  - (b) Delay of promotion/appointment for a specified period;
  - (c) Loss of headship or other administrative position of honour and responsibility for a specified period;
  - (d) Deferment of confirmation of appointment for a specified period; and
  - (e) Surcharge ( a penalty for failure to exercise common prudence and skill in the performance of a fiduciary's duties.
- (iv) Suspension without pay for a specified period;
- (v) Loss of promotion for a specified period of time;
- (vi) Forced resignation;
- (vii) Termination of appointment/contract appointment.
- (viii) Demotion and termination, where termination alone is not considered adequate punishment
- (ix) Dismissal (applicable in case of gross misconduct including conviction by a court of law); this shall follow the processes laid down in the Establishment Law.

#### 4.3. DISCIPLINARY MEASURES/SANCTIONS:

4.3.1 For the purpose of these conditions of service, Council shall reserve the powers to take further steps to ensure discipline and other punitive measure as may be deemed appropriate.

#### 4.4. INEFFICIENCY

4.4.1 A staff found to be inefficient shall be liable to removal from office after all disciplinary procedures have been exhausted/strictly adhered to.

#### 4.5 DISCIPLINARY PROCEDURE

4.5.1. Disciplinary proceedings shall be initiated as follows:

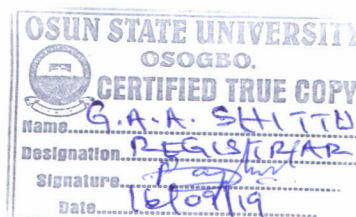
(a) **Query:**

- i. A member of staff who commits an act of misconduct shall be issued a written query in hard copy or electronically (via email), a copy of which shall be sent to the Registrar. If his explanation is considered by the Head of his Department as reasonable, no further action shall be taken against him and the Registrar shall be so informed.
- ii. A member of staff who commits an act of misconduct or who is inefficient in the performance of his duties, may be warned verbally by the Head of his Department/Unit.

(b) **Warning:**

- (iv) If a member of staff is queried and his/her response is found unacceptable, he shall be issued a written warning. A copy and his/her response thereto, shall be forwarded to the Registrar through the Head of Department/Unit.
- (v) A written warning shall normally be regarded as final, and any further offence shall be liable to more severe disciplinary action, and reason for the disciplinary action shall be communicated to the staff.

(c) **Withholding of Increment:** The next increment of a member of staff may be withheld by Management as a disciplinary measure for any act(s) of misconduct.



**(d) Suspension:**

- (i) If, in the opinion of the Vice-Chancellor, an act of misconduct has been committed which is of a serious nature to warrant a drastic punishment, the staff shall be suspended from duty by the Vice-Chancellor and placed on half salary.
- (ii) During the period of suspension, the staff shall be summoned before the Staff Disciplinary Committee as provided for in paragraph 4.2.4.
- (iii) While on suspension, the staff shall not be allowed to leave the services of the University until the determination of the case.
- (iv) A staff who is suspended shall not carry out his duty or visit his place of Work except with express permission of the Registrar. He/she shall hand over all University property in his possession to the Head of the Department/Unit.
- (v) If he/she is not found guilty in the proceedings on which he is suspended, he/she will be reinstated in his post.
- (vi) If he/she is reinstated, he/she shall receive his/her full pay for the period of Suspension and he/she shall be issued a letter of exoneration.
- (vii) A staff shall not leave his/her station during the period of suspension without the written permission of the Registrar. If he/she violates this provision, he/she will render himself liable to a charge of serious misconduct.

**(e) Demotion:**

- (i) A Staff may be demoted if, in the opinion of the University, the staff can no longer perform on his present post.
- (ii) If the staff resigns as a result of this action, he resigns at his degraded rank.

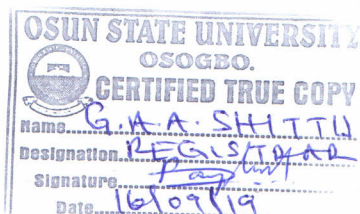
**(f) Deferred Promotion:** The promotion of a member of staff may be deferred by the Management as a disciplinary measure.

**(g) Interdiction:**

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

**(h) Termination:** The appointment of a staff may be terminated on the recommendation of the Staff Disciplinary Committee for an act of misconduct.

**(i) Dismissal:** The University may, without notice or payment in lieu, dismiss a staff on the recommendation of the Staff Disciplinary Committee for an act of misconduct, severely prejudicial to the University interest or on criminal conviction.





#### 4.5.2 Disciplinary proceeding

Disciplinary proceeding shall be initiated in accordance with the provision of the Establishment Laws of the University.

#### 4.6 Right to Appeal:

- i. An employee dissatisfied with disciplinary action taken against him under these regulations has the right of appeal to the Vice-Chancellor and if dissatisfied with the Vice-Chancellor's decision, may petition to the University Council.
- ii. The petition must be submitted in writing to the Registrar for transmission to the Vice-Chancellor within two weeks of being notified of the action taken against him.
- iii. The Vice-Chancellor shall convey his decision on the appeal to the employee concerned.
- iv. Where the employee then requests that his appeal be submitted to the Council, he/she shall inform the Registrar within two weeks of notification of the decision of the Vice-Chancellor, who will then submit it together with all the connected reports, papers and other materials to the Council for consideration.
- v. The decision of the Council on such a petition shall be final.
- vi. This right of appeal does not carry with it a right of personal appearance before the Vice-Chancellor or the Council

#### 4.7.0 Court Action:

- 4.7.1 No staff shall resort to litigation without first exhausting the internal avenues for settling grievances or seeking redress in the University.

#### 4.8 Staff Disciplinary Committee (Joint Committee of Council and Senate)

Where the Vice-Chancellor is satisfied that misconduct has been committed, he shall refer the report of the ad-hoc fact-finding panel to a duly constituted Staff Disciplinary Committee. The report of such committee shall be referred to the Appointments and Promotions Committee (Academic) or (Administrative & Technical) or (Junior Staff) as the case may be for further consideration.

#### 4.9 Processing of Staff Disciplinary Committee (Joint Committee of Council and Senate) Report

##### (a) Unconfirmed Staff

Where a staff commits an act of serious misconducts that brought the name of the University into disrepute such as sexual harassment, examination malpractice and the likes, the staff shall be dismissed from service but following the Staff Disciplinary Committee report which would have been considered by the Appointments and Promotions Committee.

##### (b) Confirmed Staff

Where it is alleged that a staff whose appointment has been confirmed is liable for misconduct, a procedure under section 4.2 and 4.3 shall be followed.

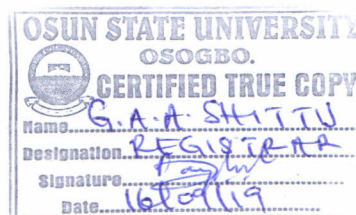
Where a staff commits a misconduct of such serious nature as to have brought the name of the University into disrepute, the Appointments and Promotions Committee's report considering the recommendations of the Staff Disciplinary Committee (SDC) shall forward to Council its recommendations for further processing, and the decision of Council shall be final.

#### 4.10 Non-Performance

(a) If an employee's performance is reported not to be satisfactory during an annual review exercise, this shall be referred to the Appointments and Promotions Committee (Academic) or (Administrative & Technical) as appropriate with advice along the following lines;

##### Unconfirmed Staff

- (i) For the first year of review, the committee may warn employee only for non-performance.
- (ii) A staff with two consecutive warnings shall have his/her appointment terminated.



#### For Confirmed Staff

- (i) Committee may warn only for non-performance.
- (ii) It may also withhold the staff's annual increment which will only be reinstated after improved performance in the subsequent year.
- (iii) A member of staff who has been warned by the Appointments and Promotions Committee shall forfeit consideration for promotion for that year.

#### 4.11 Procedures for /Termination/Dismissal/Suspension of Appointment due to Misconduct

##### A. Termination of Appointment/Dismissal

Any member of the academic staff or non-teaching staff may have his appointment terminated for engaging in acts of misconduct provided that:

- (i) The appointment of a member of academic or senior staff who holds an appointment until retiring age shall not be terminated by Council unless there has been an investigation relating to his case by an Ad-hoc 3-man Fact-Finding/Investigation Panel to be constituted by the Vice-Chancellor.

Upon receipt of the Investigation Panel Report, the Vice-Chancellor shall forward the report to a Joint Committee of Council and Management to be appointed by the Council.

##### **Membership:**

Professor as Chairman

2 Professorial members of Senate

A member of Council to be appointed by Council

1 Registry officer not below the rank of Senior Assistant Registrar

The most senior officer in the Legal Unit

Legal Officer as Secretary

The person concerned shall, if he so requests, be permitted to appear and defend himself in person or through his chosen representative before the Joint Committee. The report of the latter shall be considered by Senate and then by Council, and the decision of Council on this case shall be final.

- (ii) The appointment of a member of junior staff who holds an appointment until retiring age shall not be terminated by Council unless there has been an investigation relating to his case by an ad-hoc 3-man Fact-Finding/Investigation Panel to be constituted by the Vice-Chancellor.

Upon receipt of the Investigation Panel Report, the Vice-Chancellor remits the report to a Joint Committee of Council and Senate.

##### **Membership:**

Chairman to be nominated by the Registrar

A member of Council

1 Registry officer not below the rank of Senior Assistant Registrar

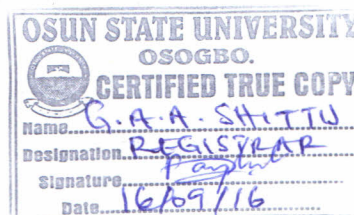
1 Bursary staff not below the rank of Senior Accountant/Senior Auditor

The most senior Legal officer in the Legal Unit

Legal Officer as Secretary.

Such members shall not be members of the Appointments and Promotions Committee (Junior Staff). The person concerned shall, if he so requests, be permitted to appear and defend himself in person or through his chosen representative before the Joint Committee. The report of the latter shall be considered by Management and then by Council, and the decision of Council on this case shall be final.

- (iii) The appointment of a non-academic staff who holds an appointment until retiring age shall not be determined by Council unless the person has been notified in writing of the grounds





of which consideration is being given to the determination of his appointment and there has been an investigation relating to his case by a three-man investigating committee appointed by the Council two of whom shall be external to the Council. The person concerned shall, if he so requests, be permitted to appear either by himself or his representative before the Investigating Committee to defend himself. The report of the Investigating Committee shall be considered by Council, and the decision of Council on this case shall be communicated to the staff. Such staff however has a right of appeal to Council within a reasonable period.

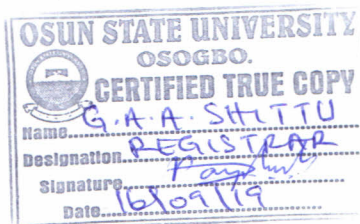
- (iv) A member of staff who absents himself from duty without official permission, or who fails to resume duty at the end of a leave period shall forfeit his salary for the period of his absence and shall be liable to appropriate procedures. The onus shall rest on the staff member to show that the circumstances do not justify the imposition of the full penalty.

#### B. Suspension

- (i) Whenever, in the opinion of the Vice-Chancellor, misconduct which is of such nature as not to warrant dismissal has been committed by an employee, the Vice-Chancellor, may approve suspension of such staff depending on the gravity of the misconduct or may stay action and refer the case to a Fact-finding Panel, and the report of the Panel may be forwarded to the Staff Disciplinary Committee to investigate and report to him. The Vice-Chancellor shall process the report to the Appointments and Promotions Committee (Academic) for academic staff or the Appointments and Promotions Committee (Administrative & Technical) for non-academic staff. If a prima-facie case of misconduct is established, the staff shall be suspended without pay for a period of not more than three months, which period may be extended for a further period of three months.
- (ii) Notwithstanding sub-paragraph (i) above, when a case of misconduct is reported to the Vice-Chancellor, he/she may at his discretion, suspend the employee immediately, pending further investigation and shall report his action to Council. Such suspension shall be on half pay. Provided always that the Vice-Chancellor shall initiate further appropriate actions promptly.
- (iii) When an employee under sub-paragraph (ii) above is not found liable after investigation, he/she shall be reinstated and shall receive the balance of his/her salary and allowances for the whole period of his/her suspension and shall be issued a letter of exoneration.
- (iv) When an employee has been suspended, he/she shall be called upon to hand over the property of the University in his/her charge to his Head of Department.
- (v) Notice of suspension shall be conveyed to the employee concerned in writing by the Registrar.

#### C. Criminal Cases

- (i) Where misconduct is of a criminal nature the Vice-Chancellor shall seek legal advice and shall report the matter to the Police for further investigation.
- (ii) Where an employee has been charged with an offence, whether or not the charge is connected with the University, the Vice-Chancellor shall interdict him/her from duties forthwith.
- (iii) Formal notice of interdiction shall be given to the employee concerned in writing by the Registrar. The notice shall state the date from which the interdiction takes effect, and the reasons for such interdiction.  
An employee who is under interdiction shall be required to hand over the property of the University in his/her charge to his Head of Department/ Directorate/ Unit and shall be forbidden to carry on his/her duties or visit his/her place of work without the express permission of the Vice-Chancellor.
- (iv) Where an employee under interdiction is found not guilty of any or all the charges, he/she shall be reinstated and shall receive the balance of his/her salary and allowances for the whole period of his/her interdiction.





#### D. Loss or Damage to University Property

- (i) If at any time the Vice-Chancellor, after formal inquiry, is satisfied that the University has sustained a loss by reason of neglect or default of any employee, such employee shall be liable to make good the loss or damage to the extent ascertained as a result of the formal inquiry. The employee shall make restitution through instalmental payment to be deducted from the employee's salary.
- (ii) Should a loss of fund or property occur, any employee discovering the loss shall forthwith report it to his Head Department/Directorate/Unit who, in turn, shall investigate and submit a report to the Vice-Chancellor. Failure to make an immediate report of such loss shall be regarded as dereliction of duty and shall be subject to disciplinary action.

### SECTION V

#### 5.0 LEAVE

##### 5.1 Annual Leave

- a) Every member of staff is entitled to annual leave as applicable in the service of the Government and such other leave as may from time to time be approved by Council. There shall be no accumulation of leave except as herein provided for or at the instance of the University.
- b) Academic Technologists/Scientists staff shall normally proceed on annual leave during the long vacation, which normally shall be after the second semester of the academic year. Non-academic members of staff shall proceed on annual leave at such other time as the exigency of work permits provided that at least 6 months had elapsed since resumption from the last annual leave.
- c) Where necessary, Provosts of Colleges, Deans of Faculties and Heads of Departments/Units/Directorates may be allowed for the duration of their terms to accumulate their annual leave and take the leave at the convenience of their Colleges, Faculties or Departments/Units/ Directorates. Other members of staff may be allowed to accumulate their annual leave if the University restrained them from utilizing the leave during their tenure in office.
- d) The College of Health Sciences shall work out her programmes in such a way that every member of staff will take his/her leave during the year (at the convenience of each Department), but with adequate provisions for clinical services.

##### 5.2 Annual Leave Entitlements

Annual Leave entitlement is as follows:

Academic Staff	-	56 working days
<u>Non-Academic Staff</u>		
CONNUNAS/CONUATSS 6 and above	-	42 working days
CONNUNAS/CONUATSS 5	-	35 working days
CONNUNAS/CONUATSS 3 and 4	-	30 working days
CONNUNAS/CONUATSS 1 and 2	-	21 working days

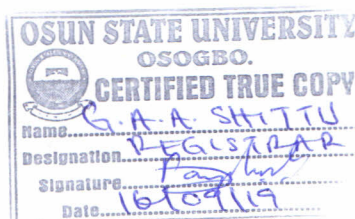
##### 5.3 Leave for New Staff

A newly appointed member of staff shall be eligible for annual leave within the year of appointment on pro-rated basis, provided that he/she has been in the service for not less than 6 months from the date of assumption of duties.

##### 5.4 Pro-Rated Basis of Leave

The ratio of leave days per annum to months of service in all case is as follows:

MONTHS	DAYS				
	CONNUNAS 1 & 2	CONNUNAS 3 & 4	CONNUNAS 5	CONNUNAS 6 & above	ACADEMIC STAFF
6 months	11	15	18	21	28





7 months	12	18	21	25	33
8 months	14	20	24	28	38
9 months	16	22	27	32	42
10 months	18	25	30	35	47
11 months	19	28	33	39	52
12 months	21	30	35	42	56

#### 5.5 Approval for Leave

- (a) Approval for leave shall be granted by the Registrar for all staff other than Heads of Departments, Deans, Directors, Provosts and Principal Officers whose leave approval shall be granted by the Vice-Chancellor or his accredited officer. The approval of leave of the Vice-Chancellor shall be granted by the Pro-Chancellor.
- (b) Request for annual leave roster for academic staff is to be made through a circular issued by the Registrar on the directive of the Vice-Chancellor.
- (c) A member of staff may be requested to return to work before the expiration of his/her annual leave. Any outstanding balance resulting there-from shall be taken at a later date, but within the next 12 months.

#### 5.6 Casual Leave

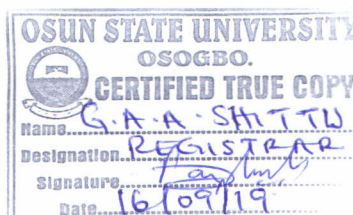
- a. A staff shall be entitled to not more than 5 working days casual leave at a time and up to a maximum of 7 working days in a year, subject to the recommendation of the head of department and approval of the Registrar or Vice-Chancellor as appropriate. Casual leave in excess of seven (7) days shall be deducted from subsequent annual leave.
- b. Casual leave shall be granted only after annual leave has been utilized.

#### 5.7 Leave during Semester

During the semester the Head of Department's approval is needed for absence lasting up to three (3) days. The approval of the Dean or Provost is required for an absence not exceeding seven (7) days. Approval in the case of a Dean or Provost shall be given by the Vice-Chancellor, whose approval is also required for all absence exceeding seven (7) days. For an academic staff, the Vice-Chancellor's approval is needed for an absence exceeding three (3) days during an examination period. All leave requiring travelling abroad shall be approved by the Vice-Chancellor.

#### 5.8 Secondment

- a. A staff of the University may request for secondment to another government-owned University or establishment, provided that the period of secondment shall not be more than two (2) years in the first instance, subject to a renewal for another one year.
- b. An application for renewal shall be made not later than six (6) months before the expiration of the initial period of secondment.
- c. When the secondment of any member of staff to the services of another University or approved body is based on public interest, the period of secondment shall not be limited, but shall be reviewed at intervals of three years. The staff shall continue to hold his substantive post and will be treated as having been posted on special duty. However, the staff shall be entitled to notional promotion, which will be processed in accordance to University regulations governing promotions.
- d. Application for secondment, shall be made through the Head of the Department or Unit to the Provost of the College or the Director of a Centre (not based in a College) who shall process the request through the College Review Panel to the Appointments and Promotions Committee for consideration.
- e. The secondment shall be without pay.



- d. The member of staff on secondment shall have the option of transferring his service to another institution during the period by giving three months notice or paying three months salary in lieu of notice.
- e. Where a member of staff has been granted secondment on the basis of national or international service, such a staff shall be entitled to sabbatical leave at the appropriate time after resumption of duty as if there had been no break in service.

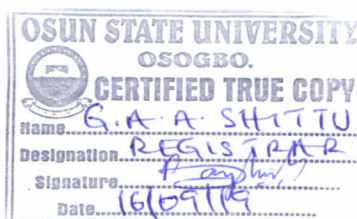
#### 5.9 Leave of Absence without Pay

Leave of absence without pay may be granted where the University is not called upon to be responsible for any expenses in respect of the leave provided that:

- a. the applicant is a confirmed staff;
- b. the applicant could be spared from his/her duties;
- c. the committee is satisfied (in relevant cases) that the purpose, plan of study or research is beneficial to the individual concerned and the University;
- d. the University considers the leave necessary on compassionate or other grounds;
- e. the leave is not for more than one year in the first instance, subject to a renewal up to a maximum of three (3) years; for those in public and private service. Any further extension shall be at the discretion of the Governing Council.
- f. for every year of leave of absence without pay the staff shall be bonded to serve the University for one year;
- g. the leave of absence shall not exceed one year in the first instance, to be renewable yearly up to five (5) years for those in public and private service. Any further extension shall be at the discretion of the Governing Council.

#### 5.10 Study Leave with Pay

- (a) After six semesters or three years, as may be applicable, of continuous service, a member of staff may apply for study leave with pay for up to one semester to pursue a course of study or undertake research. However, where a staff who has not spent up to six semesters secures high profile fellowship or sponsorship, the Vice-Chancellor may consider approving up to three (3) months leave with pay to utilize the fellowship.
- (c) An application for study leave shall be processed through the Department/Unit/ Directorate Review Panel to the College/Faculty/Directorate Review Panel and then to the Appointments and Promotions Committee for approval.
- (c) The application shall contain:
  - (i) the commencement date and period for which the study leave is sought;
  - (ii) a plan of study or research which the applicant proposes to pursue during the period of study; and
  - (iii) a statement showing details of any financial assistance being sought or already obtained from other source(s).
- d. There must be evidence that the applicant could be spared and no additional expenses will be incurred by the University if the leave is granted.
- e. The programme of research or study must be acceptable to the Appointments and Promotions Committee.
- f. The Vice-Chancellor may, where necessary, act on behalf of the Appointments and Promotions Committee in granting the leave, and shall report his action to the Committee for covering approval.
- g. The applicant shall undertake in writing to return to the University for a period equivalent to the duration of the study.
- h. Study Leave is a privilege and not a right and may not necessarily be granted to every applicant who has completed six semesters of service.
- i. Not more than one period of study leave may be granted in respect of previous service, notwithstanding that the service may exceed six semesters. Service, for the purpose of





study leave, shall be reckoned from the date of resumption after the last study leave, in the case of any subsequent application.

- j. A staff may be granted permission and/or sponsorship to attend courses of short duration locally or abroad on the recommendation of the Dean of the Faculty/Head of Department/Unit/Directorate to the Registrar for the approval of the Vice-Chancellor where the staff is non-teaching, and on the recommendation of the Provost/Dean where the staff is academic staff/academic technologist.
- k. For every year of study leave with pay, the staff shall be bonded to serve the University for two (2) years.

#### 5.11 Study Leave without Pay

When a member of staff has not served for a minimum period of six semesters or three years but wishes to go on study leave, such leave shall be without pay. The applicant shall sign a bond to serve the University for a period that is equivalent to the leave. Failure to abide with terms and conditions of bond is a misconduct.

#### 5.12 Sabbatical Leave

- a) After six years or twelve semesters of continuous service in the University, a senior member of staff may be entitled to one year sabbatical leave with full pay.
- b) Approval of Sabbatical Leave shall be subject to the conditions that
  - (i) the applicant could be spared from his duties and no additional expenses will be incurred by the University if the leave is granted;
  - (ii) the programme of study or research, where applicable, shall be approved by the Appointments and Promotions Committee;
  - (iii) the applicant shall undertake in writing to return to the services of the University for two semesters after the leave; and
  - (iv) The applicant has been in continuous service of the University for six years after his last leave (i.e.) Study Leave of Absence With or Without Pay or Sabbatical Leave).
- c. Only staff members who are on CONNUNAS 11 and Senior Lecturer (CONUASS 5) and above may apply for sabbatical leave.
- d. Percentage of staff from a Unit/College that can go on sabbatical leave at a time shall not exceed 20%. However Principal Officers, Deans and Directors who have served two successive terms shall not form part of the 20% quota.
- e. Where a staff fails to resume from leave as at when due, he shall be required to refund his salary and other emoluments received during the sabbatical leave period.

#### 5.13 Special Leave with pay

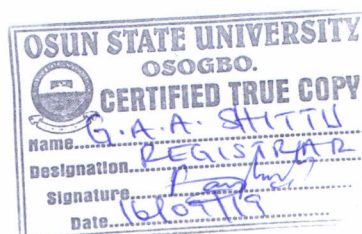
When a member of staff has been given a grant, national (e.g. TETFund) or international, he or she can be granted special leave for the duration of the time to utilize the grant and such a staff shall be entitled to full salary as may be determined from time to time. Such a staff shall be bonded for a period equivalent to twice the duration of the leave.

#### 5.14 Penalty for failure to serve Bond

- a. Where a staff fails to serve the bond governing his/her leave, such a staff shall be required to pay to the University full salary earned during the period of leave and full financial sponsorship enjoyed.
- b. Where a staff fails to pay the required monies as penalty, such a staff shall be deemed to have absconded from duty and shall be sanctioned in line with the provisions of the University guidelines on bond.

#### 5.15 Distance Learning/Part-Time Studies

- a. A staff member who intends to engage in self-development and improvement of occupational skills



through distance learning/part-time studies shall on application be considered on merit provided that the period of studies shall not interfere with his/her normal duties and the University is not called upon to be responsible for any expenses apart from the earned salary.

- b. Part-time studies shall be considered only for recognized institutions.
- c. Applications for part-time studies shall be processed through the Head of the applicant's Departments/Units/Directorates who will process the request with his/her recommendations to the relevant Appointments and Promotions Committee. Appropriate documentation will include, the application letter, recommendation of the Department/Unit/ Directorate, the curriculum vitae of the candidate, letter of admission clearly stating the mode of study (i.e. part-time).

#### 5.16 Day Release

- (a) Where a non-academic staff has been offered admission for a degree or postgraduate programme/ diploma relevant to his/her official responsibilities/studies but would not be released on leave of absence, he/she shall be granted approval for day release to enable him/her attend his/her lectures, provided his/her work will not be affected adversely.
- (b) Where a non-academic staff wishes to engage in self-development and has been offered admission for a first degree or diploma programme of the University, he/she may be released provided his/her work will not be adversely affected.
- (c) That only confirmed members of staff should be granted the opportunity to enjoy day release.
- (d) For every year approved for day release, the staff concerned shall enter into a bond to serve the University for one year.
- (e) approvals must take into consideration the number of those already enjoying the day release;
- (f) that the "release" should not be more than two (2) days and additional days should be deducted from the annual leave entitlement of the concerned staff;
- (g) that a register should be opened with the supervisory head, to monitor the exit of staff on day release and the extra number of days spent; and
- (h) that day release register be made available when requested for at the Registry to process staff annual leave entitlements.

#### 5.17 Examination Leave

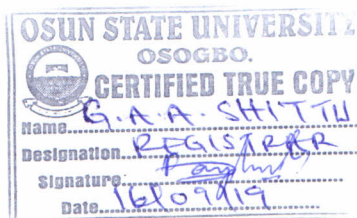
Staff shall be allowed special leave with full pay to take an examination for the advancement on his current employment. The duration of such leave shall be the period necessary for him/her to sit for the examination as specified in the examination time-table. Any period in excess of seven (7) working days shall be deducted from the annual leave for the year and, if it has been exhausted, it shall be deducted from the following year's annual leave.

#### 5.18 Promotion of Staff on Leave

Promotion cases of staff members on study leave, leave of absence with or without pay shall not be listed for consideration until such staff members resume duty subject to existing guidelines on promotion. However, member of staff after resumption from sabbatical leave shall have their promotion cases considered expeditiously.

#### 5.19 Written Approval for Leave

No member of staff shall proceed on leave without a prior written approval of the University.





#### 5.20 Maternity Leave

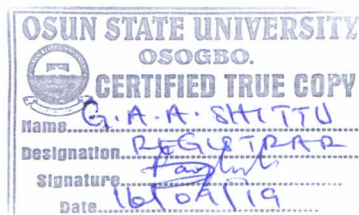
- (a) Maternity leave of not more than 16 weeks shall be granted by the Registrar on application and production of a medical certificate endorsed by the Chief Medical Officer of the University submitted to the Registrar through the Head of Department.
- (b) Both maternity leave and annual leave shall not be taken in the same academic year. Where vacation leave is taken, maternity leave in the same year shall be without pay.
- (c) Maternity leave with pay shall not be granted to staff under one year of service provided that
  - i. a staff shall be eligible to maternity leave with pay if her transfer of service from another arm of the public service has been duly approved and there is evidence that she has not taken her annual leave in the previous establishment;
  - ii. she has served for not less than six months in her present post; and
  - iii. has not taken her annual leave in the previous establishment.
- d. All maternity leave in excess of sixteen weeks shall be without pay.
- e. A staff is at liberty to utilize her annual leave entitlement in lieu of maternity leave.
- f. On resumption of duty from a maternity leave, a nursing mother shall be allowed 2 hours off-duty for the next four (4) months.
- g. Or as may be determined by the University Governing Council from time to time.

#### h. Policy concerning the employment of pregnant women

- i. Newly employed pregnant women should be allowed to accept the offer of employment before the expiration of the three (3) months granted for newly employed staff to accept and the option to defer the assumption of duty until after delivery. If by the expiration of a six (6) months period, the staff is unable to assume duties and undergo the medical screening, the offer shall lapse.
- ii. a newly employed pregnant staff who has not spent up to one year and desires to proceed on maternity leave, the period she worked will be pro-rated and she will be paid for that period only while the remaining days will be without pay.

#### 5.21 Sick Leave

- a. Sick leave on full pay up to a maximum period of six months shall be granted by the Vice-Chancellor acting on behalf of Council upon the production of a medical certificate endorsed/certified by the Chief Medical Officer of the University.
- b. Sick leave beyond six months shall be on half pay.
- c. All sick leave granted under this section shall be reported to Council.
- d. The case of staff on sick leave for up to one year shall be reviewed by the Medical Board and appropriate recommendation made to Council.
- e. A member of staff who is incapacitated as a result of injury sustained in the actual course of his official duties, shall be entitled to draw full salary until he is declared fit to return to duty or declared permanently invalid. The case of such staff shall be reviewed annually by the Medical Board.
- f. A member of staff who is recommended by the Medical Board to be permanently invalid will forthwith commence terminal leave, if any, prior to retirement in accordance with the applicable pension statute.



## SECTION VI

### 6.0 PROMOTION

#### 6.1.0 GENERAL RULES:

- 6.1.1 The Appointments and Promotions Committee shall, on behalf of Council, have responsibility for all matters pertaining to the promotion of all categories of staff in the University.
- 6.1.2 Promotion shall be an annual exercise which shall normally commence in April and, save in exceptional circumstances, shall take effect from the first day of October of the year for which the relevant exercise was initiated.
- 6.1.3 Promotion shall be to an established post only i.e. a post for which provision has been approved in the budget of that year.
- 6.1.4 Normal promotion from one grade to another shall only be countenanced after a member of staff has spent at least 3 years after his appointment or the last promotion.
- 6.1.5 Under normal circumstances, no contract officer will be considered for promotion except where there is no suitable pensionable officer available or he/she possesses an exceptional qualification and suitable experience. He/she could however, be considered for an enhanced appointment during the renegotiation of his/her contract.

#### 6.1.6. Regrading and Conversion

As a general rule, academic staff shall not be regraded beyond Lecturer I while non-teaching staff cannot be regraded beyond CONUNASS 9.

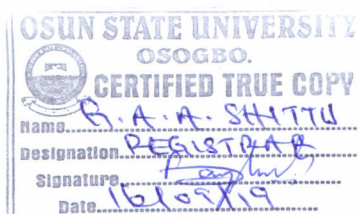
All members of staff, especially non-teaching staff, should be given the opportunity to advance their career. Conversion and regrading as contained in the yearly staff appraisal form of the University should be granted to staff, on request based on acquisition of additional qualification or any other consideration that may warrant such. This will encourage, motivate and dissuade the notion of stagnation and its effect on staff and the system would be better off.

#### 6.2.0 SALARY ON PROMOTION:

- 6.2.1 A member of staff shall be paid a maximum of six (6) months salary arrears as appropriate where the promotion of the concerned staff is backdated.

#### 6.3.0 DEPARTMENTAL REVIEW PANEL (ACADEMIC STAFF):

- 6.3.1 There shall be a Departmental Promotions Panel consisting of the Head or Acting Head of Department as Chairman and other members of the teaching staff not below the rank of Senior Lecturer set up to consider cases of promotion in the Department.
- 6.3.2 Where there are no Senior Lecturers and above in a Department, the Head or Acting Head of Department shall send recommendations for promotion in respect of eligible members of staff of his Department to the Faculty Promotions Panel, without constituting a Departmental Promotions Panel.
- 6.3.3 Where an eligible Head of Department or an external candidate is either a Senior Lecturer or Associate Professor, the Faculty Panel shall be required to make preliminary assessment and scoring of the relevant publications which shall be forwarded to the Interview Panel through the Registrar.
- 6.3.4 Only Senior Lecturers and above in the Department shall consider recommendations for promotion to grades of Senior Lecturer and below.
- 6.3.5 Where it is found necessary, a member of staff who is being considered for promotion to the post of Senior Lecturer and below may be invited to appear before the Departmental Promotions Panel, or Faculty Promotion Panel.
- 6.3.6 Recommendations from Departmental Promotions Panels shall be forwarded to the Faculty Promotions Panel.





**6.4.0 FACULTY REVIEW PANEL:**

- 6.4.1 A promotions Panel shall be constituted in each Faculty consisting of Dean as Chairman, Heads of Departments and all the Professors from each of the constituent departments and at least one Professor from a related discipline outside the Faculty and the Registrar or his Representative. The Faculty Officer shall be the Secretary.
- 6.4.2 The Faculty Promotion Panel shall consider the recommendations of the various Department Promotions Panels and shall further make its own assessment of the quality of the teaching, research and/or publications and level of administrative experience of each member of staff being considered for promotion.
- 6.4.3 Faculty Promotions Panel shall be composed in such a way that Senior Lecturers who are Heads of Departments shall serve only on Panel dealing with cases of Senior Lecturer and below.
- 6.4.4 Recommendations from the Faculty Promotions Panel shall be forwarded to the College Promotions Panel where applicable.

**6.5.0 COLLEGE REVIEW BOARD**

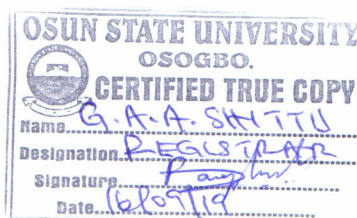
- 6.5.1 A College Review Board, shall be constituted in each College consisting of Provost as Chairman, Dean of the constituent Faculties, Heads of Departments, Professor in the College, at least one Professor in related discipline outside the College and the Registrar or his Representative and College Secretary as Secretary.
- 6.5.2 The College Review Board shall be composed in such a way that Senior Lecturers who are Heads of Departments shall serve only on panel dealing with cases of Senior Lecturer and below. Associate Professor and Professor shall serve only on boards dealing with cases of Associate Professor, while only Professors in the College, shall consider recommendations in respect of appointments to full Professorial grade.
- 6.5.3 The College Review Board shall receive the assessments made by the Faculty Appointments and Promotions Panel and further make its own assessment of the quality of teaching, research and/or publications, and level of administrative experience of each member of staff being considered for appointment or promotion for consideration of A& PC.

**6.6.0 LIBRARY PROMOTIONS PANEL:**

- 6.6.1 There shall be a Library Promotions Panel consisting of the University Librarian as Chairman, all Deputy University Librarians, Principal Librarians who are acting divisional heads, one other member of the Library Publication Committee appointed by the Committee itself not being a Librarian and not being below the grade of Associate Professor and the Registrar or his representative and a Deputy University Librarian as Secretary.
- 6.6.2. The Panel shall be composed in such a way that Principal Librarian who are Acting Divisional Heads and Senior Lecturers shall serve only on Panel dealing with cases of Principal Librarians and below.
- 6.6.3. The Panel shall receive and consider recommendations in respect of all academic staff in the Library and shall in turn forward its own recommendations to the A&PC.
- 6.6.4 The Panel shall also receive recommendations for promotion made by the Divisional Heads of the University Library in respect of non-teaching members of the Library staff and employ the criteria set out in regulations 9.13.0 and 9.14.0 below.

**6.7.0 ASSESSMENT FOR PROMOTION OF ACADEMIC STAFF:**

- 6.7.1 Assessment for promotion shall be based on the quality of teaching, research and publications as well as administrative/internal and external community services.
- 6.7.2 The Head of Department shall present a written comprehensive assessment of the teaching and administrative abilities of each member of his staff.
- 6.7.3 Any work to be considered a publication must have either actually appeared in print or been accepted for publication within 2 (two) years of the date of acceptance. At least 50% of the publication listed must have appeared in print for Senior Lecturers and below while 70% is applicable to professorial grade.





6.7.4 Where the Head of Department or Dean of Faculty is not competent to evaluate the publications of member of his staff, he may refer such publications for an external opinion.

**6.8.0 ASSESSMENT AND WEIGHTING FOR APPOINTMENTS AND PROMOTIONS (ACADEMIC STAFF)**

6.8.1 Points system shall be used in the Assessment and Weighting of Academic staff for promotion.

6.8.2 For such category of staff, the points shall be as follows:

(a) Academic Qualification (Maximum: 10 points)

- (i) A Doctoral Degree: M.D./Ph.D/MBBS with Fellowship- 10 points
- (ii) Master Degree obtained by research, i.e. Degree of M. Phil or MBBS with Master Degree- 8 points
- (iii) A Master Degree obtained by course work- 6 points
- (iv) A 1<sup>st</sup> Class (Honours) Degree- 5 points
- (v) A 2<sup>nd</sup> Class Upper (Honours) Degree- 4 points
- (vi) A 2<sup>nd</sup> Class Lower (Honours) Degree- 3 points

(b) Professional Qualifications (maximum of 5 points)

Where applicable, a maximum of 5 points shall be awarded for the highest professional qualification obtainable in the field.

(c) Teaching Experience (Maximum: 10 points)

1 point shall be awarded for each year of full time teaching or research in the grade of Assistant Lecturer or above in a University or ½ point per year in the case of other higher institutions and research institutions.

(d) Teaching/Research Load (Maximum: 5 points)

1 point shall be awarded for every four (4) hours of lectures, be they tutorials and practical per week, likewise, one point shall be awarded for every 8 hours of certified research per week in the case of a member of staff engaged in full time research.

(e) Quality of teaching (Maximum Load: 5 points)

A maximum of 2 points shall be based on students' evaluation of the staff concerned. The remaining 3 points shall be based on the comments (if any) by External Examiners and evaluation by the Head of Department.

(f) Interview performance (Maximum: 10 points)

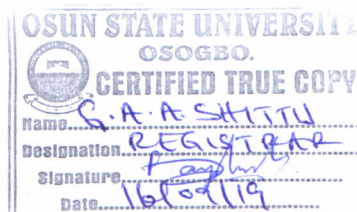
Where applicable, interview performance shall be taken into consideration before promotion.

(g) Recognized publications (Maximum: 40 points)

- i. Publications shall be assessed in respect of their contribution to knowledge in the relevant field and/or their usefulness to the profession concerned.
- ii. A Journal article shall, depending on its quality, attract from no point at all to a maximum of 5 points for an exceptional publication.

(h) Guidelines for Scoring of Publications

- i. Single authorship in a publication or book shall be entitled to 100% of the score awarded to the Article or Book published.
- ii. In joint or multiple authorships, the lead author shall be entitled to 100% while other authors shall earn 70% in a publication of a Journal Book, Chapters in a Book, Edited Conference Proceedings or Technical Report/Creative Writings.
- iii. A Book shall attract maximum of 10 points.
- iv. A Journal article shall attract a maximum of 5 points.
- v. A chapter in a book shall attract a maximum of 5 points, subject to a maximum of 2 chapters in the same book.





- vi. Edited Conference Proceedings shall attract a maximum of 1 point subject to a maximum of 3 conference proceedings.
- vii. Technical Report/Creative Writing shall attract a maximum of 2 points each, subject to maximum of 3 of such Reports or Writing.
- viii. Instructional textbook shall attract a maximum of 3 points, while a chapter in such book shall attract 1 point subject to a maximum of 2 chapters in such book.
- ix. Marks shall be awarded for each book or article bearing in mind its relevance, originality and contribution to knowledge.
- x. Minimum score in respect of publications required for promotion/appointment to the following grades shall be:
  - Professor - 35points
  - Associate Professor - 25points
  - Senior Lecturer - 15points
  - Lecturer I - 7.5points (5 points for candidate with Phd; 7.5 points without Phd.)
  - Lecturer II - 5points/Ph.D.
- (i) Administrative Experience/service to community (Maximum:10 points)
- (j) Academic/Professional Distinction e.g. University scholars, prizes won at the University level, Humboldt, DAAD, Fulbright; Commonwealth etc. (Maximum: 5 points).
- (k) Currency of Publications – 5 points maximum of 1 point for each year of publication in the last 5 years, current year inclusive.
- (l) Whenever an article is rejected, the A&PC shall write to the staff concerned that such a paper should not be included in those to be sent out for External Assessment. If included, it will automatically be the end of the prima facie qualification for the candidate's promotion.

(m) Format for Spread of Publications

Rank	Percentage (%) of spread of publications		
	Home-Based Publication*	National Publications**	International Publications***
Lecturer I	50	50	0
Senior Lecturer	40	50	10
Associate Professor	30	50	20
Professor	20	50	30

**On-Shore**

**Home Based Publications:** Articles in Journals/Chapter in books published by the Department/Faculty? University within the writer's vicinity and for which the editorial board members are drawn mainly from the same institutions.

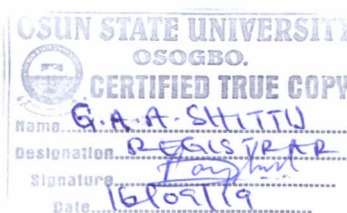
**National Publications:** Articles in Journals/Chapter in books, published by National Professional Association but within Nigeria. In case of a Journal, its editorial board members must have a national spread.

**Off-Shore**

**International Publications:** Articles in Journals/Chapter in books published outside Nigeria by academic/registered professional bodies/research institutes of where the editorial board consists of both Nigerian and non-Nigerians (Evidence of participation of non-Nigerians in the decision making process of the publication shall be ascertained). The journal must be on the internet, have international spread of contributors and must be regular.

- (n) Deans are to come to Promotion meetings with original letters of acceptance of Journals or the reprints containing the publications being scored for the promotions of their staff

6.8.3. Minimum Score for Promotion (Teaching/Research Staff).



The percentage score shall be calculated on parameters applicable for each candidate. The minimum percentage score for promotion to each academic position or equivalent shall be as follows:

Professor	-	70%
Associate Professor	-	65%
Senior Lecturer	-	55%
Lecturer I	-	40%
Lecturer II	-	25%

6.8.4 In order to be eligible for promotion to Senior Lecturer and above, a member of the academic staff must possess the degree of Ph.D. in the field of his/her academic engagement.

6.8.5 Professional qualifications will not be countenanced in preference for academic qualifications in the scoring for promotion of academic staff

6.8.6 Among others, the following sharp and unscholarly practices shall be treated as a serious academic fraud and if proven, shall attract a severe sanction:

- Recycling of papers, an act of self-plagiarism in which the candidate re-publishes a publication with some deceptive modification to earn undue advantage;
- Salami slicing which is a fraudulent act of cutting portions of different publications (which may or may not belong to the candidate) and turning them into an incoherent mish-mash which is clever but deceptive form of plagiarism;
- Inauspicious use of language as manifested in poor mechanics, weak logic, in appropriate style and poor editorial finishing;
- forging results that never emanated from actual research efforts;
- an attachment to online journals being sponsored and run by hurriedly contrived professional associations with a grossly lopsided membership sometimes in favour of Nigerians.

#### 6.9.0. PROMOTION OF ACADEMIC MEMBERS OF THE LIBRARY STAFF:

6.9.1. Assessment for the promotion of an academic member of the Library staff shall be based on professional competence, research/publications, administrative effectiveness and contribution to national and University development.

6.9.2 Professional competences shall be assessed in terms of performance on the job, including the quality and quantity of output as well as in terms of the effectiveness of the services rendered.

6.9.3 Any work to be considered as a publication must have actually appeared in print or been accepted for publication in accordance with Regulations 6.7.3 above.

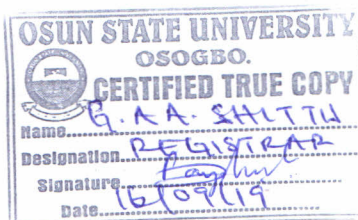
6.9.4 The Head of Division in the Library or the University Librarian (in the case of an Acting Headship) shall, in his/her recommendation, indicate and comment upon the administrative experience and effectiveness of the member of staff concerned as well as on any contribution to national and/or University development by the member of staff.

#### 6.10.0 ASSESSMENT AND WEIGHTING FOR PROMOTION (LIBRARY ACADEMIC STAFF)

6.10.1 A points system shall be used in the assessment and weighting of Library Academic Staff for promotion.

6.10.2 For such category of staff, the points shall be as follows:

- Academic Qualifications (Maximum points : 10)
  - A Doctorate Degree – 10 points
  - A Master's Degree (obtained by research e.g. M.Phil) - 8 points
  - A Master's Degree (obtained by course work) - 6 points
  - A First Class Honours Degree – 5 points
  - A Second Class Upper Division – 4 points
  - A Second Class Honours Lower Division Degree – 3 points
- Professional Qualifications - 5 points
- Length of professional experience – 10 points





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:

1 point shall be awarded for every eight hours of work per week, up to a maximum of 5 points

(e) Quality of Service:

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) Interview performance (where applicable) 10 points. Where applicable, interview performance shall be assessed and taken into consideration before promotion.

(g) Publications

(i) As applicable to academic staff

(ii) Minimum of scores in respect of publication required for promotion or appointment to the following grades shall be:

University Librarian - 28 points

Deputy University Librarian - 24 points

Principal University Librarian - 16 points

Senior Librarian - 8 points

Librarian I - 4 points

(h) Administrative Experience/Service in Community - 5 points

(i) Academic/Professional Distinction - 10 points

(j) Currency of Publications - 5 points

**6.10.3 MINIMUM PERCENTAGE SCORE REQUIRED FOR PROMOTION/APPOINTMENT (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 - 65%

Principal Librarian - 55%

Senior Librarian - 40%

Librarian I - 25%

**6.10.4 The Post Of University Librarian:** In accordance with the provisions of the University Establishment law, the post of the University Librarian shall be filled by appointment only.

**6.11.0 EXTERNAL ASSESSMENT:**

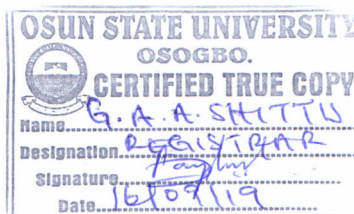
The advice of three (3) assessors shall be required where appointment is to the grade of Associate Professor, Deputy University Librarian, Professor or University Librarian.

**6.11.2** The procedure for the appointment of external assessors as well as for the external assessment of publications shall be in accordance with the provisions of regulations 2.6.0, 2.7.0 and 2.8.0 above, except that in the case of Library Academic Staff, the University Librarian shall perform the function of the Dean of Faculty (or Provost of a College) and if the post is that of a University Librarian, the Vice-Chancellor shall perform such function.

**6.12.0 ADMINISTRATIVE AND PROFESSIONAL STAFF:**

**6.12.1** There shall be separate promotions panel set up for the promotion of members of staff of the Registry, the Bursary, the Works Department and the Vice-Chancellor's Office. Each of such panel shall consist of the appropriate Head of Department as Chairman, his Deputies and/or Heads of the various Units or Divisions within the Department.

**6.12.2** Each promotions panel shall receive the assessment made by the Heads of the constituent Units or Divisions of the Department concerned as well as those made by Deans of Faculties, Provosts of Colleges and Heads of non-academic Departments. Employing the criteria set out in Regulations



9.13.0 and 9.14.0 below, it shall further make its own assessment of the suitability of each member of staff concerned for promotion.

**6.13.0 ASSESSMENT FOR APPOINTMENT AND PROMOTION (ADMINISTRATIVE AND PROFESSIONAL STAFF):**

6.13.1 Assessment of administrative staff for promotion shall be based on qualification, experience, annual performance evaluation report for the preceding 3 (three) years, and performance at an evaluation examination. The Panelists for the promotion interview for non-teaching staff shall include an external expert in the relevant field of specialization and Representatives of the Registrar from Personnel Affairs Unit.

6.13.2 Appointment to the post of Deputy Registrar and its equivalent shall be by promotion. Advertisements shall be placed only when no internal staff member(s) is/are found to be qualified for position(s).

**6.14.0 ASSESSMENT FOR APPOINTMENT AND PROMOTION OF TECHNICAL STAFF:**

6.14.1. Assessment of Technical staff for Appointment and promotion shall be based on qualification, post-qualification experience and annual performance evaluation reports for the preceding three (3) years.

6.14.2 Practical examination in the relevant area shall constitute 50% of such assessment.

6.14.3 Promotion to the post of Assistant Chief Technologist of Chief Technologist and their equivalent shall be based on criteria specified in sections 9.14.1 and 9.14.2 above as well as an interview/examination performance.

**6.15.0 SUBMISSION OF RECOMMENDATIONS FOR PROMOTION TO THE APPOINTMENTS AND PROMOTIONS COMMITTEE:**

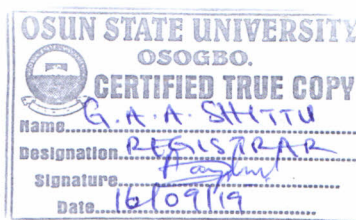
6.15. Each appropriate promotions panel shall forward to the A&PC for a final decision, its reports and recommendations, whether positive or not, in respect of all members of staff considered.

6.15.2 Such recommendations shall be accompanied by the relevant curricula vitae where applicable.

**6.16.0 RIGHT OF APPEAL (PROMOTIONS):**

6.16.1 Where an eligible member of staff is not recommended for promotion by the appropriate Review Panel, such a decision shall be communicated to him immediately so as to enable him exercise his right of appeal.

6.16.2 An appeal pursuant to section 9.16.1 above shall be made through the Head of Department/Unit or Dean/Provosts to the A&PC in the first instance. Where there is further need, an appeal may be made through the Vice-Chancellor to Council.



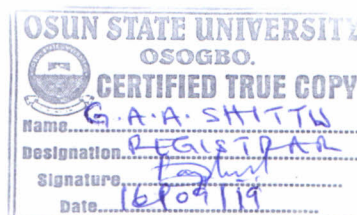


## SECTION VII

### 7.0 STAFF DEVELOPMENT

#### 7.1 Conferences/Workshops/Seminars

- a. Subject to availability of funds, a staff shall be entitled to attend a sponsored Conference, Workshop or Seminar once in a year, for local/national conferences, and once in two years, for international conferences.
- b. A fund, to be known as the Learned Conferences Fund, shall be established on a recurrent basis and shall normally be administered upon the final approval of the Vice-Chancellor.
- c. A person wishing to attend a conference should, in the first instance, explore external aid including the organizers either in whole or part. Where the expenses for attendance at a conference are paid by an outside body, the extent of the contribution by the University shall take into account the contribution from the outside body, the extent of the contribution by the University shall take into account the contribution from the outside body.
- d. Members of staff on study leave or other official overseas engagements may apply for financial assistance to attend a learned conference, provided that there is enough justification to support the application.
- e. Applicant for award or support shall be required to satisfy the committee that the conference or workshop is of relevance to the applicant's academic field and/or professional development;
- f. Where an applicant has been scheduled in the official programme of the conference as taking an active part in the proceedings, e.g. contributing a paper, or presiding over a session, he must submit ten copies, of the abstract of the paper he intends to present as well as ten copies of the letter of acceptance from the conference organizers.
- g. The applicant shall submit a brief report on the conference not later than two weeks after arrival from the conference. Where applicable, copies of the paper presented to the Conference should be submitted to the University Librarian through the Secretary to the Committee.
- h. Where the staff is not presenting a paper, the Head of Department must justify the need for support.
- i. A staff member shall not be entitled to sponsorship for learned conferences where he/she has not served the University for up to six (6) months or is on sabbatical leave.
- j. The University shall be responsible for the payment of one annual membership fee of staff member in professional associations.



## SECTION VIII

### 8.0 Salary Placement, Allowances and Honorarium

#### 8.1 Salary Placement on Appointment

In deciding the point on the salary scale at which a candidate shall be placed on first appointment, the selection panel will have regard to the conditions attached to the appointment as advertised, as well as additional experience, qualifications and seniority of the person concerned in the equivalent grade in his previous appointment. If the candidate is from an institution of equivalent status, the University shall normally grant him/her one increment above the point on the scale he would have reached had he continued in his former post.

#### 8.2 Salary Increment

- (a) The date on which an annual incremental credit is earned shall be 1<sup>st</sup> October of the year.
- (b) An annual incremental credit may be forfeited or deferred on approved disciplinary grounds.
- (c) All promotions shall be effective from 1<sup>st</sup> October of the year.

#### 8.3 Passages

##### a. Appointment

On initial appointment, a member of staff shall be provided with economy class air or approved first class sea passage and/or approved road or rail fares by the shortest direct route for himself, spouse and up to four children up to the age of 18 from his place of engagement to the University provided that he is not already entitled to passages from any other arm of the public service. Where an expatriate is employed in Nigeria, he shall not be entitled to overseas passages.

A new staff shall be temporarily lodged in the University Guest House for not more than 28 days, or be given a sum in accordance with the present rate approved by the University in lieu of accommodation for 28 days.

##### b. Resignation/Transfer/Retirement

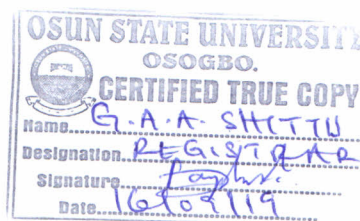
- (i) On resignation, transfer or retirement, a member of staff shall be provided road or economy class air or approved road or rail fares by the shortest route for himself and up to four children up to the age of 18 from the University to his country of domicile or in the case of a Nigerian, to his home in Nigeria, provided that his resignation, transfer or retirement is in accordance with the terms of his contract.
- (ii) Where a member of staff does not complete his first academic session of service, he shall normally not be eligible to repatriation of himself and his family to his country of domicile or for travel to his home in Nigeria at the expense of the University.
- (iii) Where a member of staff resigns while on leave, he shall not be entitled to passages for himself, his wife and his children.
- (iv) Where a member of staff resigns within six months on return from leave giving only three months' notice, he shall not be eligible for repatriation for himself and family.

##### c. On University Business

Passages on University Business shall be authorized by the Vice-Chancellor acting on behalf of Council. There shall be no entitlement to family passages except as otherwise provided herein.

##### d. Special Circumstances

- (i) A member of staff normally entitled to free passages who, on medical grounds of obvious urgency accepted by the Vice-Chancellor, acting on behalf of Council and in consultation with the Director, Medical and Health Services, (who is a member of





the Medical Advisory Board) that requires passage for travelling overseas for treatment, shall have return passage approved for the staff by the Vice-Chancellor.

- (ii) The spouse of a member of staff, not himself a staff shall, on medical grounds, have passage paid to and from the place of treatment with the approval of the Vice-chancellor.

#### 8.4 Housing and Vehicle Loan

The Bursar, acting on behalf of Council, shall endorse applications of confirmed members of staff to financial institution for housing and vehicle loans. Such loans shall be deducted from salaries of such staff for an approved number of years at a rate not exceeding one-third of the monthly salary of the staff.

#### 8.5 Subsistence Allowances/Per Diem

- Staff on approved University business shall be entitled to subsistence allowance at the approved rate.
- Per diem for attendance at local learned conference/workshop shall be at the rate approved by the University per night.
- Per diem for attendance at international learned conference/workshop shall be at the maximum rate per day for a maximum of 5 days for senior staff at the current university rates.
- Air fare for international conference may be considered provided the total approved sum including per diem allowance and registration fee does not exceed \$2,250.
- Mileage claim for attendance at local conferences shall be at current approved University rates.
- Group applications attract a sum of ₦200,000 per participant subject to a maximum of 5 participants who must show evidence of attendance at the conference.
- Participation in local conferences which do not require staying overnight shall attract transport allowance and lunch allowance where lunch is not provided at current approved University rates.

#### 8.6 Adjunct Lecturers

Adjunct Lecturers shall be paid honorarium at the following rates per Semester.

Rank	4-Unit Course	3-Unit Course	2-Unit Course	1-Unit Course
Professor	₦325,000	₦250,000	₦225,000	₦150,000
Associate Professor	₦275,000	₦225,000	₦180,000	₦135,000
Senior Lecturer	₦225,000	₦200,000	₦163,400	₦126,700
Lecturer II/I	₦200,000	₦180,000	₦150,000	₦120,000

#### 8.7 Acting Appointment

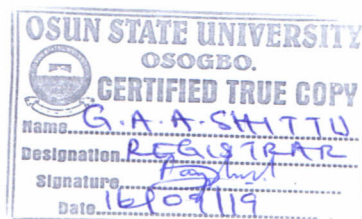
- Where a non-teaching staff acts in a post higher than his/her office for a period of not less than 14 days, the Officer shall be entitled to an acting allowance of 20% of his/her basic salary.
- Where a member of staff holds two offices at the same time, he/she shall be paid only one responsibility allowance, and this shall be the higher one.

#### 8.8 Allowances

##### a. Responsibility Allowance

Responsibility allowances for Provost, Deputy-Provost, Dean, Director, Vice-Dean, Head of Department/Unit and Coordinator of Department and Unit duly appointed shall be as approved by Council from time to time.

##### b. Transport Allowance



Transport Allowance for teaching or practical across Campuses will be Five thousand naira (N5,000.00) per trip or as approved by Governing Council from time to time.

**c. Inter-Campus Teaching**

Lecturers/Academic Technologists/Scientists/Others\ engaged in inter-campus teaching shall be paid Seventy Thousand Naira (N70,000) per course per semester or as approved by Council from time to time.

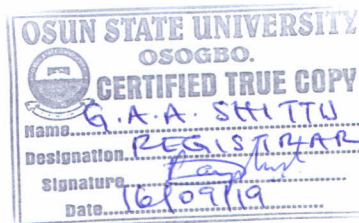
**d. Teaching of General Studies Courses**

Lecturers engaged in the teaching of General Studies Courses shall be paid Seventy Thousand Naira (N70,000) per course per semester or as approved by Council from time to time.

**8.9 Night Allowance**

Night allowance for staff shall be as follows:

CONNUNAS	/	CONUATSS		CONUASS
1 ~ 5	=	N6,000	1 - 2 =	N10,000
6 ~ 8	=	N10,000	3 - 4 =	N15,000
9 ~ 12	=	N15,000	5 =	N20,000
13	=	N20,000	6 - 7 =	N25,000
14 - 15	=	N25,000		
Other Principal Officers	=	N33,000		
Vice-Chancellor	=	N40,000		





## SECTION IX

### 9.1 Medical Attention

- (a) All staff and family members of staff shall benefit from the National Health Insurance Scheme.
- (b) While in Nigeria, medical treatment shall be provided at any NHIS accredited centre according to the terms of the NHIS. Provided always that Primary Health Care shall be given to all staff members, their spouses and up to four (4) children at a subsidized rate.
- (c) Staff requiring medical treatment abroad will be entitled to payment of passages and medical bills on the recommendation of the Medical Advisory Board.

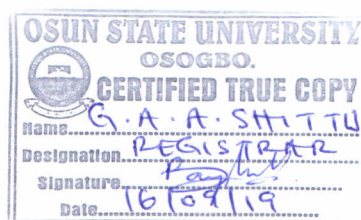
### 9.2 Composition of Medical Advisory Board

The Medical Advisory Board shall comprise the following:

Deputy Vice-Chancellor (Administration & Development)	-	Chairman
Provost, College of Health Sciences	-	Member
Dean, Faculty of Clinical Sciences	-	Member
A representative of Senate	-	Member
A representative of Congregation	-	Member
A member of Council	-	Member
Director, Medical and Health Services	-	Member
College Secretary, College of Health Sciences	-	Secretary

### Functions

- (a) To advise Council on the general policy on health matters in the University and the implementation of such policy;
- (b) To advise the Director of Health Services on specific matters relating to health care in the University that may be brought before it;
- (c) To advise on the procurement of drugs;
- (d) To determine what policy should govern refund for drugs purchased by members of staff within the limit of the Universities annual budget for health, and advise on measures for eliminating or minimizing abuses in the system of refunds;
- (e) To ensure that the Osun State Government directives on medical treatment abroad for staff are complied with;
- (f) To determine what policies should govern referrals for treatment of staff within the limit of the University budget;
- (g) To examine every prospective case of referrals for treatment of staff abroad after it has been ensured that all available local facilities, both in the public and the private sectors, have been exhaustively explored;
- (h) To examine and advice on the possibilities of health insurance for members of the University Community;
- (i) To ensure good working relationship with Osun State University Teaching Hospital, especially in the Medical treatment of emergencies involving staff and students of the University;
- (j) To consider other matters that may be germane to the problems of health care in the University and make recommendations to the Council.





## Osun State University, Osogbo.

P.M.B 4494, Osogbo.

### REVISED GUIDELINES FOR ANNUAL REVIEW OF ACADEMIC STAFF.

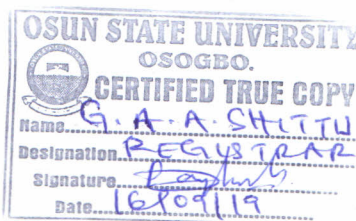
#### 1. ANNUAL REVIEW

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 notify all Departments and academic staff in the Faculty/College. However, emergency Review meetings may 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 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 staff members that submitted themselves for Review that academic year and a summary of the decisions reached in each case;
- vii. Any staff member that 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.
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 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 Professorship and full Professorship, she/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.

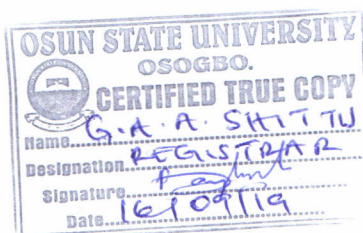
### SCORING SYSTEMS FOR PUBLICATIONS

Each publication shall be scored using the following system:

Category	Score	Remarks
Authored Books (Sole/co-authored)	0 – 10 points	Grade A (0-10 points) – this should be an academic book reporting new research findings. Grade B (0-5 points) – these are creative books. Grade C (0-3 points) – these are tertiary level textbooks, reviews and teaching manuals. Grade D (0-2 points) – these are teaching manuals. Grade E (0-3 points) – these are full length book translations.
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 to 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.



#### 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 Associate Professor, and Associate Professor to Professor

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

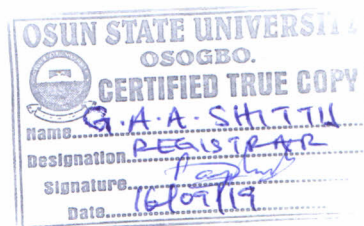
#### B. EXPERIENCE: Adequate Experience shall be defined as follows:

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 – 3 years
5. Associate Professor to Professor – 3 years

#### C. ACCELERATED PROMOTION

A staff member may be presented for accelerated promotion to the next grade after two years provided such staff had demonstrated extraordinary contributions and excellence in all three major areas of consideration, viz., teaching research and service. However, such staff member shall be required to satisfy a panel of assessors in an interview to be organized 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.

\*This guidelines for annual review of academic staff shall be reviewed every five year





# OSUN STATE UNIVERSITY, OSOGBO.

P.M.B 4494, OSOGBO.

## FORMAT FOR ANNUAL REVIEW OF STAFF

### 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):

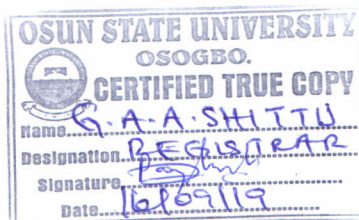
- Number of years of teaching in the Department/University/University Level (5 points,  $\frac{1}{2}$  mark for each full year of service subject to a maximum of ten years);
- Teaching load including staff advisory services/counseling of students (10 points);
- Summary of Rating from Student Assessment (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):

- On-going Research, including Designs, Patent and Inventions (5 points)
- Theses and dissertation supervision (5 points)
- 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 recognized 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.

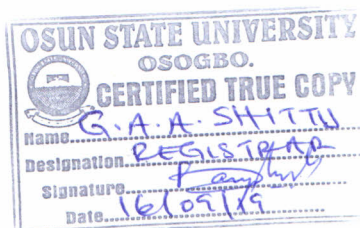
Total Marks Obtainable (Professional Competence)	Minimum Required				
	Assistant Lecturer to Lecturer II	Lecturer II to Lecturer I	Lecturer I to Senior Lecturer	Senior Lecturer to Associate Professor	Associate Professor to Professor
05	Not Applicable	Not Applicable	01	02	03

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

Total Marks Obtainable (Academic Leadership/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):
- Departmental level (including willingness to accept assignments): 4 points
  - Faculty/College level: 2 points
  - University level: 2 points
  - Community: 1 point
  - National/International: 1 point

Total Marks Obtainable (Services 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):
- Promotion to the next grade;
  - Ordinary/normal annual increment in salary;
  - Confirmation of 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; or
  - Determination of appointment/disengagement from service on basis of lack of productivity.

C: Staff member's comment: 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):

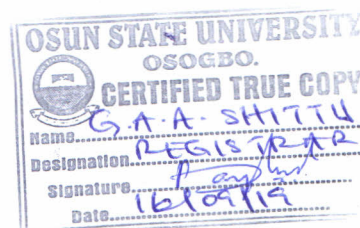
#### SUMMARY OF SCORING PROFILE/MINIMUM POINTS REQUIRED

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:

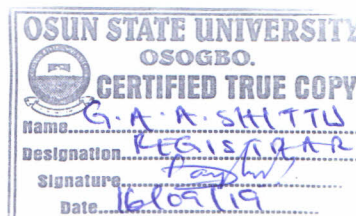


Item	Maximum Obtainable	Minimum Required	Candidate's Score	Remarks (if any)
<b>TEACHING</b>	<b>20</b>			
Number of Years in Dept.	05			
Teaching Load	10			
Summary of Student Rating	05			
<b>RESEARCH</b>	<b>10</b>			
On-going Research	05			
Supervision of Thesis	05			
<b>PUBLICATIONS</b>	<b>50</b>		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

Recommendation:

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

Date





# OSUN STATE UNIVERSITY

## FORMAT FOR CURRICULUM VITAE OF STAFF

### A. GENERAL INFORMATION

1. Name: SURNAME and other names
2. Date and Place of Birth
3. Marital Status
4. Name and Ages of Children (if any)
5. Name and Relationship of Next-of-Kin
6. Permanent Contact Address
7. E-mail Address
8. Cell Phone Number
9. College/Faculty/Unit
10. Department
11. Position on First Appointment with the University with date
12. Present Position and Salary (Grade level and step)
13. Date of Present Position (Promotion/Regrading)
14. Is your appointment confirmed? Yes/No
15. If No. Why Not?
16. Date of Confirmation of Appointment

### B. EDUCATIONAL BACKGROUND

1. Educational Institutions Attended with Date
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 (including names and addresses of employers)

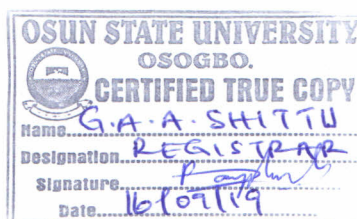
### D. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

### E. CO-CURRICULAR PROFESSIONAL EXPERIENCE

### F. MEMBERSHIP OR PROFESSIONAL BODIES

### G. SERVICE:

- (i) University
- (ii) Community
- (iii) National
- (iv) International



H. COURSES TAUGHT DURING THE CURRENT ACADEMIC SESSION

I. GRADUATE STUDIES SUPERVISION (if any): Indicate:

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

J. 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)

K. CURRENT RESEARCH ACTIVITIES

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

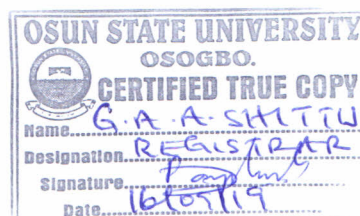
L. CONFERENCES ATTENDED (indicating titles of papers presented if any)

M. EXTRA-CURRICULAR ACTIVITIES

N. ANY OTHER RELEVANT INFORMATION

O. 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 five 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 PC
- iv. External Assessment
- v. Final Pronouncement

### Initial Recommendation

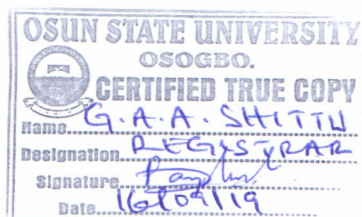
1. A case for promotion of a member of staff to the rank of Associate Professor or Professor could be initiated by the Departmental Review Panel or at the instance of the candidate if he/she considers him/herself ripe for promotion.
2. A case is made when an initial Recommendation for Promotion to the Grade of Associate Professor (or Professor) is made by the component authority.
3. When the Department of the affected staff is headed by a full Professor, the component 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 Appointment 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.

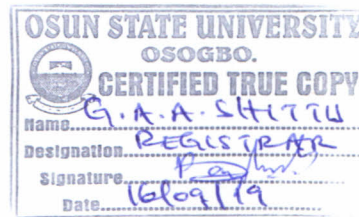
13. If satisfied, the Appointments and Promotions Committee shall thereafter establish a prima face qualified (PFQ) case for promotion to the desired grade.

#### **External Assessment**

14. 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**

15. 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 notify Council.







## OSUN STATE UNIVERSITY, OSOGBO.

### REVISED GUIDELINES FOR ANNUAL REVIEW OF PROFESSIONAL LIBRARIANS

#### Criteria for promotion of professional Library staff:

- Output or productivity;
- Evidence of continuous acquisition of relevant cognate skills and their application;
- Effectiveness of contribution through scholarly publications to development and growth of the science and practice of librarianship; and
- Provision of other administrative services relevant to development of human and material resources in librarianship.

#### Professional Competence is defined in terms of the following quantitative parameters:

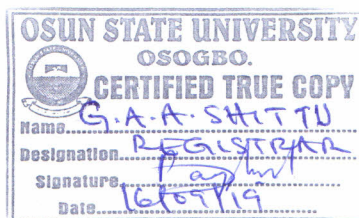
- Membership of professional organization (5)
- Computer literacy (5) and
- Experience/length of service and point per year of continuous service for a maximum of 10 years.

#### Services and Administrative Skills are evaluated as follow:

- Job performance/work output/Quality of services (Collection, cataloguing, classification, filling) - 5
- Job Knowledge (Reports, Seminars etc) - 5
- Quality of services rendered - 2
- Attendance and participation at meetings at departmental and university levels - 2
- Discharge of departmental assignments and on university committees - 2
- Involvement in services to the community on campus and the town - 2
- Membership and participation on national and international Boards - 2

#### RECOMMENDED CRITERIA FOR THE PROMOTION OF PROFESSIONAL LIBRARY STAFF

S/N	CRITERIA	MAXIMUM POINTS
1.	Academic/Professional Qualifications (Q)	05
2.	Teaching/Teaching Equivalent (T/TR)	10
3.	Current Research (CR)	05
4.	Publications (P)	30



5.	Services and Administrative Skills	20
6.	Professional Competence	20
7.	Academic Leadership and Maturity (ALM)	10
	<b>TOTAL</b>	<b>100</b>

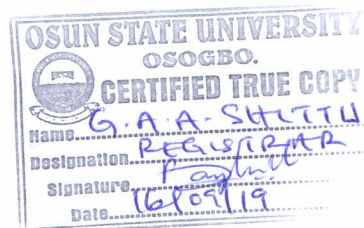
S/N	CADRE	%	NO. OF PAPERS
1.	Assistant Lecturer	-	-
	Librarian II	-	-
2.	Lecturer II	30	-
	Librarian I	25	03
3.	Lecturer I	45	-
	Senior Librarian	35	06
4.	Senior Lecturer	55	-
	Principal Librarian	50	12
5.	Associate Professor	65	-
	Deputy Librarian	60	15
6.	Professor	70	-
	University Librarian	65	20

a. Minimum number of Papers required for promotion of Professional Library Staff

- i. Librarian II position to Librarian I position - 3 papers
- ii. Librarian I position to Senior Librarian position - 6 papers
- iii. Senior Librarian position to Principal Librarian position - 12 papers
- iv. Principal Librarian position to Deputy Librarian - 15 papers

b. Minimum points/scores on publications for promotion to the various cadres

- i. Librarian II position to Librarian I position - 10 points
- ii. Librarian I position to Senior Librarian position - 15 points
- iii. Senior Librarian position to Principal Librarian position - 30 points
- iv. Principal Librarian position to Deputy Librarian - 50 points



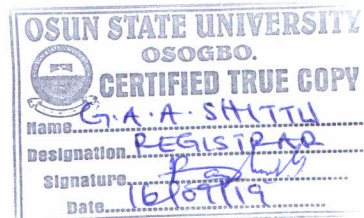


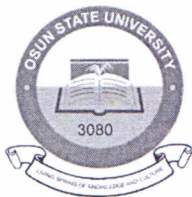
## ADDENDUM

### GENERAL INSTRUCTIONS FOR EXECUTION OF BOND AGREEMENT UNDER THE ACADEMIC STAFF TRAINING PROGRAMME

Beneficiaries of Sponsorship programmes are required to execute and submit the following documents:

- i) Deed of Agreement for undertaking a course of studies under the Training/Sponsorship in Approved Fields.
- ii) Sworn Affidavit in the High Court
- iii) Receipt issued by the High Court for the issue of the Sworn Affidavit Where the Surety is an outsider, his permanent address should be traced and confirmed by the Legal Unit of the University and his passport photographs attached to the Bond forms.
- vi) Photocopy of International Passport of the Staff/Trainee
- vii) Photocopy of Visa, Email Address and Telephone No. of Supervisor, Dean and University Registrar after the collection of the 1<sup>st</sup> Tranche.
- viii) Satisfactory Progress report from Supervisor before the collection of the 2nd Tranche.
- ix) Photocopy of Receipts/Payment of School fees before the collection of the subsequent Tranches
- x) Deposit of original copies of First and Second Degrees etc after Registration and Clearance with the Registrar which must be lodged with the Registrar for safe keeping.
- xi) Extraction of a Letter in advance from the Staff/Trainee addressed to the Registrar agreeing that his Ph.D. certificate should be forwarded to Osun State University at the end of the programme.
- xii) The Deed of Agreement for undertaking a course of studies under the Training/Sponsorship in Approved Fields and the Surety Bond for Undertaking Studies/Training Abroad should be in 4 copies and distributed as follows: Registrar/Personnel, Academic Planning, Bursary and Staff/Trainee. The copy deposited with the Registrar should be certified as a true copy.





OSUN STATE UNIVERSITY, OSOGBO  
ACADEMIC STAFF TRAINING PROGRAMME AGREEMENT

THIS AGREEMENT is made this ..... day of .....20.....

BETWEEN OSUN STATE UNIVERSITY, OSOGBO, NIGERIA (Hereinafter called "THE UNIVERSITY" which expressions shall where the context so admits include its successors-in-title and assigns) of the one part and .....

Of (Home Address) ..... (Hereinafter called

"THE TRAINEE") of the SECOND PART AND Office ..... of (Full Address, not Post Box Number) .....

and ..... of (Full Address, not Post Office Box Number) .....

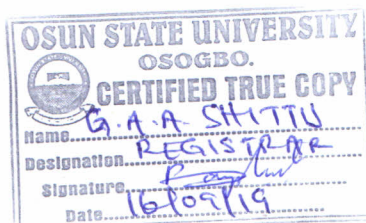
(Hereinafter called "THE SURETIES (1) and (2)"), which expression shall where the context so admits include his heirs, personal legal representatives and assigns) of the THIRD PART.

AND WHEREAS:

The Sureties hereby agree to guarantee Trainee's due performance of the terms of this agreement and in the Trainee's default/ breach of the terms and conditions of this agreement undertake to indemnify the University against all costs and money expended on the Trainee.

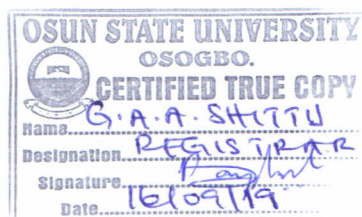
NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

1. The Trainee shall continue to be fully paid his/her approved money and other entitlements by deposit in his/her designated local Bank Account for the approved duration of the programme provided that the Trainee complies with the terms of the agreement.
2. The Trainee shall not, during the period of study, pursue any other course of study or change his/her University or Institution or undertake any form of employment except with the consent in writing of the University be first had and obtained.
3. The Trainee shall submit a report from, or approved by, his/her official supervisor annually, (or more often, if the Appointments & Promotions (Academic) Committee so requires), and shall submit such reports in duplicate, failure to submit an annual or periodical report as may be required shall lead to the stoppage of all benefits.
4. The Trainee, shall maintain continuous contact with his Head of Department while on study/training leave and shall address all general correspondence regarding matters of study/training leave to him, it being understood that correspondence on financial matters shall be addressed to the Bursar through the Head of Department
5. That the salary of the member of staff on study/training leave shall be paid in full during the period of the study/training leave provided that the said member of staff complies with the regulations laid down in the above rules governing the grant of study/training leave under the Conditions of Service Guiding the Conducts of Staff of Osun State University, or as the same may be amended by the University Governing Council from time to time.





6. That the member of staff shall enter into bond to serve the University at the rate twice the period of the relevant training on other terms and conditions as specified or pay the full salary earned while on training and a full refund of the entire grant.
7. That upon admission, the staff member who intends to utilize study/training leave within (Osun State University Inclusive) or outside the country shall present a letter from the proposed Institution of study stating that the Certificate obtained on the completion of study shall be forwarded directly to the Management of Osun State University. Also, that upon completion of studies, the Certificate shall be forwarded directly to the Management of Osun State University and this shall be released to the staff on full discharge of the Bond Terms with the University, and this shall be communicated to the host institution ab initio.
8. The Trainee, after the expiration of the approved period of study shall return to the University and shall serve the University for a period of two academic years for every one year or part of one year spent in pursuance of the Degree.
9. In the event of the Trainee after the expiration of this permission refusing or failing to serve the University, in the manner provided for in Clause 3 above, the Trainee and Sureties shall be liable jointly and severally to reimburse the University the total sum expended on the Trainee at the current rate (i.e. including the total sum of the grants and salaries paid for the period) in addition to any prescribed penalty.
10. In the event of the Trainee after the expiration of this permission returning to the service of the University but failing to complete the stipulated period as provided in clause 3 above, then the University shall fix the amount to be repaid by the Trainee and the Sureties jointly or severally pro-rata after taking into account the period already served by the Staff provided also that the certificate of a duly authorized official of the University shall be conclusive evidence as to what is due.
11. The Trainee agrees that his/her result or certificate of the programme shall be forwarded directly by the awarding institution to the Registrar for keeps until after the expiration of the period stated in Clause 3 above.
12. The payment of grant, school fees, salaries and other allowances under the Sponsorship programme shall be made subject to the complete adherence to all rules and regulations governing the sponsorship programme as well as satisfactory performance in the authorized studies.
13. In case the Trainee discontinues his/her studies on his own, the University reserves the right to recover entire expenditure including Grants and salaries paid to him) whether paid to him directly, indirectly, or on his behalf from the Trainee and Surety.
14. The Trainee agrees to comply with the instructions given by University from time to time including leave policy and these instructions would be deemed as part of this agreement.
15. The Trainee agrees to be bound to comply all the terms and conditions mentioned in this Agreement, Sworn Affidavit on Oath and other legal documents signed by him/her with University or instructions conveyed him/her time to time by the University and Trainee shall also submit his/her annual progress reports through his Supervisor(s) to the University and a final comprehensive report immediately on completion of the programme.
16. The Trainee agrees to deposit of the original copies of his First and Second Degrees etc. All passport pages, Visa or any other document on the demand by the University at any time during the study abroad and his/her bond period to the University with the Registrar and retrieve them after the completion of the agreed period of service with the University.





17. In the event of the University receiving information or otherwise becoming aware that the Staff has become unfit or unable to come back due to illness or permanent deformity or any other factors, the University may determine this agreement in accordance with the Trainee's terms of training and may make any decision as to the repayment by the Trainee and/or the Sureties of any sum so far expended on the Trainee as the University deem fit.
18. During or after completing the study program, the staff agrees to provide any information/document required by University during the bond period.
19. The Trainee agrees to be liable to disciplinary actions for misconduct and to disqualification from the foreign training arising from breach of the terms and conditions of this Bond and criminal actions in court as follows:
  - a) If he/she fails to carry out the terms of this Bond,
  - b) If he/she defaults in the terms of the Sworn Affidavit
  - c) If he/she fails to obey or act in accordance with University's order directing him/her to return to serve the University,
  - d) If he/she violates any condition laid down in the Bond for studies/training abroad under the Sponsorship Programme and be liable to pay the penalties as prescribed therein.
  - e) If he/ she is found to have made any misstatement therein.
20. If the Trainee shall without reasonable cause abandon his studies or be found guilty of any serious misconduct or offences at the institution he/she is attending, it shall be lawful for the University after due notification from the institution to cancel and made void this agreement but without prejudices to any other remedy or claims on demands which the University may have against the Trainee and/or the Sureties.
21. All terms and conditions mentioned in the Award letter (Provisional and Final) of the Staff and the Sworn Affidavit would be deemed as part of this agreement.
22. The University hereby covenants with the member of staff as follows:
  - (a) To take back the member of staff into the employment of the University at the end of his/her study/training leave.
  - (b) In the event of breach of any or all of the above covenants, the University shall have the right to refuse the transfer of the Service/Withdrawal of Service/Resignation of appointment of the Staff.
23. That a staff on study/training leave shall not change a course of study or institution of study for which the leave was granted without the prior approval of the University.

IN WITNESS WHEREOF the University has caused its common seal to be affixed and the Trainee and the Sureties have hereunto set their hands and seals the day and year first above written.

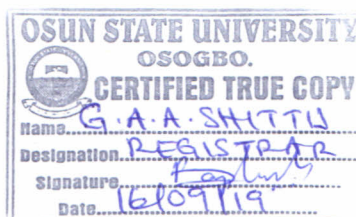
The common seal of the within University  
OSUN STATE UNIVERSITY, OSOGBO was hereunto affixed.

.....  
The Registrar  
OSUN STATE UNIVERSITY, OSOGBO

**SIGNED, SEALED AND DELIVERED** by the within named Staff

.....  
(Name in Full)

.....  
(Signature)





In the Presence of:

NAME (in Full): .....

SIGNATURE: .....

OCCUPATION: .....

ADDRESS: .....

**SIGNED, SEALED AND DELIVERED**

BY the within named Surety (1)

.....  
(Name in Full)

.....  
(Signature)

In the Presence of:

NAME (in Full): .....

SIGNATURE: .....

OCCUPATION: .....

ADDRESS: .....

BY the within named Surety (2)

.....  
(Name in Full)

.....  
(Signature)

In the Presence of:

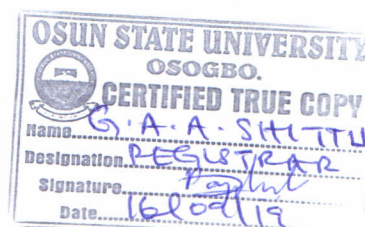
NAME (in Full): .....

SIGNATURE: .....

OCCUPATION: .....

ADDRESS: .....

IN THE HIGH COURT OF JUSTICE



OSUN STATE OF NIGERIA  
IN THE OSOGBO JUDICIAL DIVISION  
HOLDEN AT OSOGBO

AFFIDAVIT OF UNDERTAKING TO RETURN TO SERVE OSUN STATE UNIVERSITY FOR THE AGREED  
PERIOD IN THE BOND AGREEMENT UPON COMPLETION OF MY POSTGRADUATE PROGRAMME

I, .....Male/Female, Nigerian, Christian/Moslem, Staff, of Osun State University resident at ..... hereby make this statement on oath as follows:

1. That I am a Lecturer in the Department of .....Faculty/College.....of Osun State University within the jurisdiction of this honourable court.
2. That Osun State University has agreed to sponsor me for the postgraduate programme upon the condition that I execute a Bond and obtain a guarantee from Sureties in favour of the University.
3. That I have signed the Bond with Osun State University upon its agreement to pay the approved allowances by deposit in his/her designated local Bank Account for the approved duration of the programme provided that I comply with the terms of the agreement.
4. That upon the completion of my studies. Undertake to return to Osun State University to serve it for an agreed period as stated in the Bond agreement.
5. That in default of the terms and conditions as agreed under the Bond Agreement, Osun State University shall be entitled to recover the same from me and/or from the Surety the entire sums of money (including the Grant and total salaries received) and other sums e.t.c. expended on me for the course of training and within sixty (60) days otherwise I concede to the right of the University to institute criminal proceedings against me for attempting to obtain money from the University by false pretences, breach of criminal trust or criminally liable for the commission of an economic or financial crime.
6. That I undertake to surrender my first and second degree certificates as a condition precedent for the grant and voluntarily agree that my University surrenders my Ph.D degree at the completion of my studies.
7. That the Osun State University reserves the right to inform Immigration authorities and International Criminal Organization (INTERPOL) in case I fail or refuse to comply with the deposition made in this Affidavit.
8. That I made this deposition on oath in good faith, believing the contents to be true and correct and in accordance with the Oath Act.

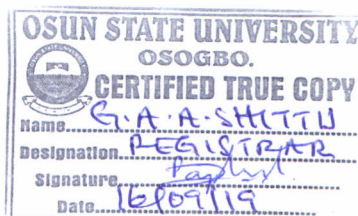
\_\_\_\_\_  
DEPONENT

Sworn to at the High Court Registry, Osogbo, this \_\_\_\_\_ day of \_\_\_\_\_ 20....

BEFORE ME

COMMISSIONER FOR OATHS

Name of Trainee





Address

Email Address

Telephone No.

The Registrar,

.....

.....

**AUTHORITY TO SURRENDER PH.D. /M.A/M.SC. CERTIFICATE ON MY BEHALF TO THE REGISTRAR,  
OSUN STATE UNIVERSITY**

I am pleased to inform you of the sponsorship of my postgraduate programme by my Employers - Osun State University and due execution of a Bond Agreement with my Employers – Osun State University wherein I undertook to return to serve the University after the approved period of study and serve the University for a mutually agreed period.

In due compliance with the Bond agreement, I wish to authorize you to send the original copy of my Ph. D certificate or result and annual progress reports to the Registrar, Osun State University for keeps until after the expiration of the period stated in the Bond Agreement in pursuance of the Bond agreement.

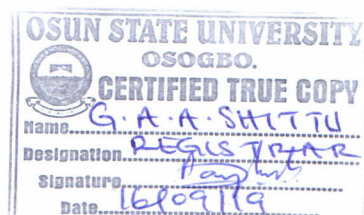
Thanks for your cooperation.

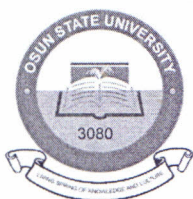
.....

Cc

The Registrar, Osun State University

The Director, Academic Planning, Osun State University





**OSUN STATE UNIVERSITY, OSOGBO**  
**NON TEACHING STAFF TRAINING PROGRAMME AGREEMENT**

**THIS AGREEMENT** is made this ..... day of .....20.....

BETWEEN OSUN STATE UNIVERSITY, OSOGBO, NIGERIA (Hereinafter called "THE UNIVERISTY" which expressions shall where the context so admits include its successors-in-title and assigns) of the one part and

Of (Home Address) .....  
..... (Hereinafter called "THE TRAINEE") of the SECOND PART AND .....of (Full Address, not Post Office Box Number).....

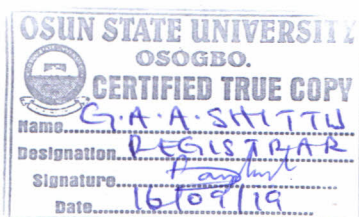
(Hereinafter called "THE SURETY which expression shall where the context so admits include his heirs, personal legal representatives and assigns) of the THIRD PART.

AND WHEREAS:

The SURETY hereby agree to guarantee Trainee's due performance of the terms of this agreement and in the Trainee's default/ breach of the terms and conditions of this agreement undertake .

**NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:**

1. That only a confirmed member of staff shall be granted the opportunity to enjoy a day release for training programme having secured admission for further studies;
2. That the day release shall not be more than two (2) Days;
3. That any Additional Days should be deducted from the annual leave entitlement of the concerned staff;
4. That a register shall be opened with supervisory head as to monitor the exit of staff on day release and the extra number of days spent;
5. That day release register shall be made available when requested for at the Registry to process staff annual leave entitlements;
6. That a staff on study/training leave shall not change a course of study or institution of study for which the leave was granted without the prior approval of the University.
7. That this Bond shall Sworn Affidavit that would be deemed as part of this agreement.





IN WITNESS WHEREOF the University has cause its common seal to be affixed and the Trainee and the SURETY have hereunto set their hands and seals the day and year first above written.

The common seal of the within University  
OSUN STATE UNIVERSITY, OSOGBO was hereunto affixed.

.....  
The Registrar  
OSUN STATE UNIVERSITY, OSOGBO

**SIGNED, SEALED AND DELIVERED** by the within named Staff

.....  
(Name in Full) (Signature)

In the Presence of:

NAME (in Full): .....

SIGNATURE: .....

OCCUPATION: .....

ADDRESS: .....

**SIGNED, SEALED AND DELIVERED**

BY the within named Surety (1)

.....  
(Name in Full) (Signature)

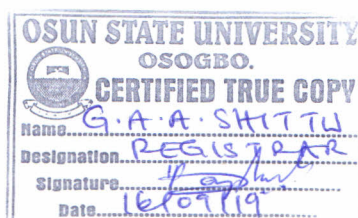
In the Presence of:

NAME (in Full): .....

SIGNATURE: .....

OCCUPATION: .....

ADDRESS: .....





**OSUN STATE UNIVERSITY, OSOGBO**  
**TEACHING STAFF TRAINING PROGRAMME AGREEMENT**  
**FOR SPONSORSHIP AWARD FOR PhD UNDER NEEDS ASSESSMENT**

**THIS AGREEMENT** is made this ..... day of ..... 20.....  
BETWEEN OSUN STATE UNIVERSITY, OSOGBO, NIGERIA (Hereinafter called "THE UNIVERISTY" which expressions shall where the context so admits include its successors-in-title and assigns) of the one part and .....  
Of (Home Address) .....  
..... (Hereinafter called "THE TRAINEE") of the SECOND PART AND ..... of (Full Address, not Post Office Box Number).....  
.....  
(Hereinafter called "THE SURETY which expression shall where the context so admits include his heirs, personal legal representatives and assigns) of the THIRD PART.  
**AND WHEREAS:**  
The SURETY hereby agree to guarantee Trainee's due performance of the terms of this agreement and in the Trainee's default/ breach of the terms and conditions of this agreement undertake.

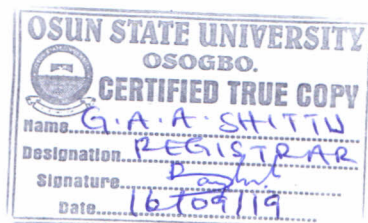
**NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:**

2. That the beneficiary shall applied and secure approval for PhD sponsorship under NEEDS Assessment Intervention Fund for staff Training and Development;
3. That the disbursement of this fund shall be subject to satisfactory completion of scholarship bond at the Registry Unit;
4. That the trainee shall submit annual progress report duly endorsed by your supervisor and Head of Department of the Institution where undertaken the programme;
5. That the beneficiary of this sponsorship award for PhD programme under NEEDS Assessment shall enter into a bond to serve the University for a period of Three Years;
6. That this Bond shall Sworn Affidavit that would be deemed as part of this agreement.

IN WITNESS WHEREOF the University has cause its common seal to be affixed and the Trainee and the SURETY have hereunto set their hands and seals the day and year first above written.

The common seal of the within University  
OSUN STATE UNIVERSITY, OSOGBO was hereunto affixed.

.....





The Registrar  
OSUN STATE UNIVERSITY, OSOGBO

**SIGNED, SEALED AND DELIVERED** by the within named Staff

SHITTU, GAFAR A. ADEBAYO  
.....  
(Name in Full)

[Signature]  
.....  
(Signature)

In the Presence of:

NAME (in Full): .....

SIGNATURE: .....

OCCUPATION: .....

ADDRESS: .....

**SIGNED, SEALED AND DELIVERED**

BY the within named Surety (1)

.....  
(Name in Full)

.....  
(Signature)

In the Presence of:

NAME (in Full): .....

SIGNATURE: .....

OCCUPATION: .....

ADDRESS: .....

