OUR VISION
To Expand the Frontiers of Knowledge and Transform the Society through Innovation.

OUR MISSION
To be a World-Class Institution where Conditions for Learning are Excellent, Research and Services are Outstanding, and where Staff and Students are Worthy in Character and Sound Judgement.
Our New Strategic Objectives

- To re-awaken all staff and students to the need for rebuilding the University and, consequently, inducting a drastic attitudinal change towards achieving the goal, by way of more commitment, greater loyalty and diligence on the part of all concerned.

- To make a more determined effort to generate adequate funding for the University, and so to make it less dependent on government funding. To ensure that any amount of money received is optimally utilized.

- To significantly improve the conditions for learning and research within the institution.

- To increase substantially, and in virtually all disciplines, the number of highly-rated academics in Ibadan. Particular attention will be paid to Science and Science-related subjects, which have suffered worst neglect over the years.

- To make the University of Ibadan more responsive to the needs of the country, other universities and our graduates.

- To update and modify our curricula for relevance to both national needs and global demands.

- To overhaul our recruitment process, and thereby ensure that only the best available hands are employed. The University will not allow extraneous factors like ethnic origin, race, and religion to stand in our way of appointing the best candidate in any given situation. Recruitment will, however, be as gender-sensitive as possible.

- To ensure that we do not admit more students than we can cope with, taking into consideration the number of available staff and facilities on ground. However, to increase the number of people who can benefit from our services, the University will pursue vigorously the provision of long distance learning opportunities.

- To have a campus where there is peaceful coexistence, and in which members of staff of different disciplines and classes socialize with one another without inhibition, and staff and students alike relate and enjoy an environment conducive to the promotion of sound scholarship.
# Table of Contents

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td>x</td>
</tr>
<tr>
<td>1.0: Introduction</td>
<td>1</td>
</tr>
<tr>
<td>1.2: Definition</td>
<td>2</td>
</tr>
<tr>
<td>1.2.1: Regulations for Academic Staff</td>
<td>2</td>
</tr>
<tr>
<td>1.2.2: Regulations for Non-Teaching Staff on CONTISS 6 and Above</td>
<td>2</td>
</tr>
<tr>
<td>2.0: Interpretations</td>
<td>2</td>
</tr>
<tr>
<td>3.0: The Committee</td>
<td>5</td>
</tr>
<tr>
<td>3.1: The Appointments and Promotions Committee for Academic Staff</td>
<td>5</td>
</tr>
<tr>
<td>3.2: The Appointments and Promotions Committee for Senior Staff (Non-Teaching)</td>
<td>6</td>
</tr>
<tr>
<td>4.0: Appointments</td>
<td>7</td>
</tr>
<tr>
<td>4.1.2: Disabilities for Appointment</td>
<td>8</td>
</tr>
<tr>
<td>4.1.5: The University Assessment and Interview Panel</td>
<td>8</td>
</tr>
<tr>
<td>4.1.8: Tenure of Appointment</td>
<td>9</td>
</tr>
<tr>
<td>4.1.9: Incremental Date</td>
<td>10</td>
</tr>
<tr>
<td>4.2.0: Married Women’s Appointment</td>
<td>10</td>
</tr>
<tr>
<td>4.3.0: Procedure and Criteria for Appointment to Academic Position</td>
<td>11</td>
</tr>
<tr>
<td>4.3.1: Permanent Academic Staff Position</td>
<td>11</td>
</tr>
<tr>
<td>4.3.2: Appointment of Teaching Assistants</td>
<td>13</td>
</tr>
<tr>
<td>4.3.3: Appointment of Assistant Lecturer</td>
<td>13</td>
</tr>
<tr>
<td>4.3.4: Upgrading to Lecturer II</td>
<td>13</td>
</tr>
<tr>
<td>4.3.5: Part-Time Appointments (Associate and Honorary Lecturers)</td>
<td>14</td>
</tr>
<tr>
<td>4.3.6: Appointment to Headship of Departments/Research Institutes</td>
<td>15</td>
</tr>
<tr>
<td>4.3.7: Multiple Chairs and Professorship</td>
<td>22</td>
</tr>
<tr>
<td>5.0: Confirmation of Appointments/Periodic Review of Appointments</td>
<td>23</td>
</tr>
<tr>
<td>5.1: Academic Staff</td>
<td>23</td>
</tr>
<tr>
<td>5.1.9: Non-Teaching Staff</td>
<td>26</td>
</tr>
<tr>
<td>5.2.0: Rules Governing Contract Appointment</td>
<td>27</td>
</tr>
<tr>
<td>5.2.1: Rules Governing Appointment of Emeritus Professors</td>
<td>28</td>
</tr>
<tr>
<td>5.3.0: Termination of Appointment (Academic/Non-Teaching Staff)</td>
<td>29</td>
</tr>
<tr>
<td>5.4.0: Staff Structure</td>
<td>31</td>
</tr>
<tr>
<td>5.4.1: Criteria for Determining Seniority</td>
<td>31</td>
</tr>
<tr>
<td>5.4.2: Administrative Seniority</td>
<td>31</td>
</tr>
<tr>
<td>6.0: Promotions (Academic Staff)</td>
<td>31</td>
</tr>
<tr>
<td>6.1.1: Regulations (Academic Staff)</td>
<td>31</td>
</tr>
<tr>
<td>6.1.2: Assessment of Publications</td>
<td>31</td>
</tr>
<tr>
<td>6.1.3: Assessment of Research</td>
<td>32</td>
</tr>
<tr>
<td>6.1.4: Graduate Assistant</td>
<td>32</td>
</tr>
<tr>
<td>6.1.5: Promotion from Asst. Lecturer to Lecturer II</td>
<td>32</td>
</tr>
</tbody>
</table>
8.1: Senior Staff Disciplinary Committee (SSDC) .......................... 58
8.1.1: Membership .......................................................... 58
8.1.2: Terms of Reference .................................................. 59
8.1.3: Tenure of Office ...................................................... 59
8.1.4: Disciplinary Procedure ............................................. 60
8.1.5: Modus Operandi of the Committee ................................. 60
8.1.6: Failure to Appear before SSDC/SSDS Panel ....................... 61
8.1.7: Dissemination of Information ...................................... 61
8.1.8: Monthly Meeting .................................................... 62
8.1.9: Gradation of Discipline ............................................. 62
8.2.0: Interdiction ............................................................ 63
8.2.1: Suspension ............................................................ 64
9.0: Accommodation ......................................................... 65
9.1: Housing Allocating Committee ....................................... 65
9.1.2: Mode of Allocation .................................................. 65
9.1.3: Change of Accommodation ....................................... 66
9.1.5: Swapping of Houses/Flats ........................................ 68
9.2.0: Vacation of Quarters ............................................... 68
9.3.0: Rules Governing Allocations ...................................... 70
9.5.0: Housing Allowance .................................................. 72
9.7.0: University Staff Housing Loan Scheme ........................... 72
10.0: Vacation/Annual Leave ............................................... 73
10.1: Vacation/Annual Leave (Academic Staff) .......................... 73
10.2: Vacation/Annual Leave (Non-Teaching Staff) ...................... 73
10.3: Pro-Rata Leave ......................................................... 74
10.4: Deferment of Leave .................................................. 74
10.5: Leave for Temporary Staff .......................................... 74
10.6: Annual Leave Year .................................................... 74
10.7: Other Leaves ........................................................... 74
10.7.1: Absence Outside Leave Period ................................... 74
10.7.2: Maternity Leave .................................................... 75
10.7.3: Sick Leave .......................................................... 75
10.7.4: Hospitalization ..................................................... 76
11.0: Leave of Absence (Academic Staff) ................................ 76
12.0: Sabbatical Leave/Study Leave ....................................... 77
12.1: Sabbatical Leave for Academic Staff ............................... 77
12.2: Study Leave for Academic Staff .................................... 77
12.3: Sabbatical Leave/Study Leave for Non-Teaching Staff ........... 80
12.4: Regulations Governing Leave of Absence and Supplementation (Non-Teaching Staff) ............................................. 83
12.5: Resignation During Sabbatical Leave/Study Leave/Leave of Absence .................................................. 83
13.0: Passages ............................................................... 84
13.3: Vacation/Leave Allowance ........................................... 85
13.4: Overseas Passages for Sabbatical/Study Leave .................... 86
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.5:</td>
<td>Leave Passages on Special Grounds</td>
<td>86</td>
</tr>
<tr>
<td>13.6:</td>
<td>Passages for Official University Business</td>
<td>86</td>
</tr>
<tr>
<td>13.6.1:</td>
<td>Medical Insurance</td>
<td>87</td>
</tr>
<tr>
<td>13.7:</td>
<td>Passage for an Expatriate Woman Married to a Nigerian</td>
<td>87</td>
</tr>
<tr>
<td>14.0:</td>
<td>Advances</td>
<td>88</td>
</tr>
<tr>
<td>15.0:</td>
<td>Allowances</td>
<td>88</td>
</tr>
<tr>
<td>15.1:</td>
<td>Allowances for Duty Posts</td>
<td>88</td>
</tr>
<tr>
<td>15.2:</td>
<td>Acting Allowances</td>
<td>89</td>
</tr>
<tr>
<td>15.2.1:</td>
<td>Acting Appointments/Allowances</td>
<td>89</td>
</tr>
<tr>
<td>15.3:</td>
<td>Responsibility Allowance for Non-Teaching Staff</td>
<td>89</td>
</tr>
<tr>
<td>15.4:</td>
<td>Teaching Research and other Allowances</td>
<td>90</td>
</tr>
<tr>
<td>15.5:</td>
<td>Kilometre Allowance</td>
<td>90</td>
</tr>
<tr>
<td>15.6:</td>
<td>Rent/Housing Allowance</td>
<td>90</td>
</tr>
<tr>
<td>15.7:</td>
<td>Subsistence Allowance</td>
<td>90</td>
</tr>
<tr>
<td>15.8:</td>
<td>Estacode Rates</td>
<td>90</td>
</tr>
<tr>
<td>16.0:</td>
<td>Other Welfare Matters</td>
<td>91</td>
</tr>
<tr>
<td>16.1:</td>
<td>Superannuation</td>
<td>91</td>
</tr>
<tr>
<td>16.2:</td>
<td>Pension</td>
<td>91</td>
</tr>
<tr>
<td>16.3:</td>
<td>Medical Care</td>
<td>91</td>
</tr>
<tr>
<td>16.4:</td>
<td>Overseas Treatment</td>
<td>91</td>
</tr>
<tr>
<td>16.4.3:</td>
<td>Treatment During Home Leave</td>
<td>93</td>
</tr>
<tr>
<td>16.4.4:</td>
<td>Treatment Outside UCH, Ibadan, Without Prior Approval</td>
<td>93</td>
</tr>
<tr>
<td>16.5:</td>
<td>Retiring Age</td>
<td>93</td>
</tr>
<tr>
<td>16.6:</td>
<td>Public Appointments: Academic Staff</td>
<td>93</td>
</tr>
<tr>
<td>16.7:</td>
<td>Leave of Absence on Public Appointment (Non-Teaching Staff)</td>
<td>97</td>
</tr>
<tr>
<td>16.7.2:</td>
<td>Regulations on Leave of Absence</td>
<td>97</td>
</tr>
<tr>
<td>16.8:</td>
<td>Regulations on Condonation of Break in Service and Restoration of Pension Rights under the National Pension Scheme</td>
<td>98</td>
</tr>
<tr>
<td>16.8.1:</td>
<td>Continuous Public Service</td>
<td>98</td>
</tr>
<tr>
<td>16.8.2:</td>
<td>Break in Service</td>
<td>99</td>
</tr>
<tr>
<td>16.9:</td>
<td>Transfer of Pension Rights</td>
<td>101</td>
</tr>
<tr>
<td>17.0:</td>
<td>Criteria for Awarding Grants from Staff Development Fund</td>
<td>102</td>
</tr>
<tr>
<td>18.0:</td>
<td>Staff Audit</td>
<td>103</td>
</tr>
</tbody>
</table>
Foreword

This handbook is the property of the University of Ibadan, Ibadan. It must be surrendered to the Establishments Division whenever an employee is leaving the services of the institution.

Changes in Terms of Employment/Conditions of Service

The Council of the University reserves the right to waive, alter, add to or cancel any part of the terms and conditions of employment for the time being in force as changing circumstances may demand. While every endeavor will be made to notify all employees of changes, ignorance of the content or changes will not be a tenable excuse.

Members of staff are, therefore, enjoined to study it carefully and take note of the provisions.

The Registrar & Secretary to Council
INTRODUCTION

1.0: This Handbook contains vital information about the conditions of service of the Senior Staff of the University of Ibadan.

1.1: The Regulations contained in this Handbook shall not be rescinded or amended by addition or otherwise varied, except by subsequent regulations made by Council or Senate and approved by Council.

1.1.1: These Regulations are, however, subject to review from time to time.

1.2: DEFINITION

1.2.1: Regulations for Academic Staff

These are regulations governing the appointments, promotions, and other conditions of service of the academic staff in the University. Council makes them on the recommendation of the Appointments and Promotions Committee. The regulations shall have application to all matters appertaining to the appointments, tenure, leave, promotions and study leave/sabbatical leave/leave of absence of academic staff and other welfare matters, except where Council directs generally on the conditions of all University staff.

1.2.2: Regulations for Non-Teaching Staff on HATISS 06 and Above

These are regulations governing the appointments, promotions and other conditions of services of the non-teaching staff of the University on HATISS 06 and above. Council makes them on the recommendations of the Appointments and Promotions Committee for Senior Staff (Non-Teaching) on HATISS 06 and above. The regulations shall have application to all matters appertaining to the appointments, tenure, leave, promotions and study leave/leave of absence of non-teaching staff, except where Council directs generally on the conditions of service of all University staff.

2.0: Interpretations

In these Regulations, unless the context otherwise requires, the following expressions have the following meanings:

(a) University, Council and Senate shall be as defined under the Act of the University.
(b) Academic Staff includes all persons holding appointments as members of the teaching or research staff of the University and whose primary duty is
teaching or research and shall also include the professional library staff of the status of Librarian II and above.

(c) **Non-Teaching Staff** means all staff of the University other than academic staff who are on HATISS 06 and above.

(d) **Department** means any component of the University, academic or non-academic, recognized as such by Council.

(e) **Head of Department** means a person appointed by the appropriate University authority to direct or supervise a department. In the absence of the Head of Department any person duly appointed to act in his place shall be referred to as Acting Head of Department.

(f) **Committee** means the appropriate Appointments and Promotions Committee for the category of staff concerned.

(g) **An Officer** means a senior member of staff.

(h) **Ordinary Promotion** means a promotion to the next grade after serving the prescribed minimum number of years since last promotion/appointment.

(i) **Accelerated Promotion** means a promotion to the next higher grade before serving for the prescribed number of years after the last promotion/appointment.

(j) **Established Post** means a post specially provided for in the current University budget.

(k) **Unestablished Post** means any post that is not established i.e. not provided for in the University budget.

(l) **Study Leave** is a period of paid leave granted staff for academic purposes after a period of service.

(m) **Leave of Absence** is unpaid leave granted to staff.

(n) **Misconduct** means general misconduct to the scandal of the University or to the prejudice of discipline and the proper administration of the business of the University, and, without prejudice to the generality of this definition, includes corruption, dishonesty, drunkenness, false claims against the University, insurbodination, negligence, falsification of records and failure to keep records or suppression of records, conviction on a criminal offence, absence without leave from place of work without satisfactory excuse, failure to resume from authorized leave at its expiration, negligence deemed by an auditor to have been the occasion of a loss of funds to the University, 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, 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 arising out of these regulations.

3.0: **THE COMMITTEE**
3.1: The Appointments and Promotions Committee for Academic Staff

3.1.1: There shall be a standing committee of Council known as the Appointments and Promotions Committee whose terms of reference shall be:

a. To consider all matters relating to appointments, promotions and welfare of academic staff, except matters relating to the offices of the Principal Officers, provided always that the Vice-Chancellor shall have power to make temporary appointments to such posts for a period not exceeding one year, provided also that any member of staff aggrieved by a decision of the Committee may appeal to Council through the Petitions Committee, for reconsideration within twenty-one days of receipt of communication of the decision of the Committee.

b. To make recommendations to Council on any matter that will be in the interest of the proper appointment and promotion of members of academic staff of the University.

c. To report to Council from time to time.

3.1.2: The membership of the Committee shall be as follows:

a. The Vice-Chancellor
b. The Deputy Vice-Chancellors
c. The Provost, College of Medicine
d. The Librarian
e. Deans of Faculties
f. Six Representatives of Council, four of whom shall be outside members
g. One Representative of each Faculty
h. The Head of Department concerned, if not already a member, or a person deputed by him for the occasion.

3.1.3: The Vice-Chancellor or in his absence, the Deputy Vice-Chancellor shall be the Chairman of the Committee.

3.1.4: The Registrar or his representative shall be the Secretary of the Committee, but shall not be a member of the Committee.

3.1.5: The quorum of the Committee shall be fourteen of whom one must be a member of Council and one must be the Head of Department concerned or the person deputed by him when business relating to his department is being considered.
3.1.6: If, for any reason, a vote has to be taken, the concurrence of votes of three quarters (75 per cent) of the members of the Committee present shall be required to make a decision valid.

3.1.7: The Registrar shall in due course report appointments, promotions, confirmation or extension of appointments made by the Committee and such other matters as the Committee may deem necessary, to Council.

3.2: The Appointments and Promotions Committee for Senior Staff (Non-Teaching)

3.2.1: There shall be a standing committee of Council known as the Appointments and Committee for Senior Staff (Non-Teaching) on HATISS 06 and above whose terms of reference shall be:

(a) To consider appointments, promotions, and welfare of the administrative and professional staff, except to the office of the Registrar and of the Bursar; provided always that the Vice-Chancellor shall have power to make appointments to such posts for a period not exceeding one year.

(b) To make recommendations to the Council on any matter that will be in the interest of the proper appointment and promotion of members of Senior Staff (non-teaching) of the University;

(c) To report to the Council from time to time.

\[1\] Means 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 of Nigeria. Dereliction of duties, general incompetence, holding multiple paid appointments, full-time studentship without permission while holding a regular appointment, sexual harassment, using the office as a place for trading, proselytizing, political campaigning or transacting any other business other than the official one, lateness to the place of work. Falsification of age etc. shall also be treated as general misconduct.

3.2.2: The membership of the Committee shall be as follows

a. The Vice-Chancellor (Chairman)
b. The Deputy Vice-Chancellors
c. The Provost, College of Medicine (or his representative)
d. The Registrar  
e. The Bursar  
f. The Librarian  
g. The Director of Works  
h. Five representatives of Council  
i. The Director, University Health Service  
j. The Director of Planning  
k. The Director of Audit

3.2.3: **Quorum**

3.2.4: The Deputy Registrar (Establishments) shall be the Secretary to the Committee.

**Note:**

Appointment and recruitments to teaching and non-teaching positions shall be based on merit and without prejudice to gender, race, creed or ethnic origin.

4.0: **APPOINTMENTS**

4.1: **General**

4.1.1: Subject to the provision in Regulation 3.1.1(a) relating to the making of temporary appointments by the Vice-Chancellor, vacancies on the established posts shall be advertised.

4.1.2: **Disabilities 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 an employee is found to have deliberately withheld such information from the University, he shall be liable to summary dismissal.

4.1.3: An officer whose appointment in the University had been terminated on grounds of misconduct shall not be re-appointed to the University service or any other arm of the public service.

4.1.4: 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.
4.1.5: The University Assessment and Interviewing Panels shall consist of:

a. The Vice-Chancellor (Chairman)
b. Deputy Vice-Chancellor (Academic)
c. The Provost of the College
d. The Dean of the Faculty concerned
e. The Head of Department concerned, except that if he is himself a candidate he shall not serve on the Panel
f. Two persons with knowledge of the subject or field in respect of which candidates are being assessed or interviewed.
g. The Registrar or his representative as Secretary.

4.1.6: Accredited agencies elsewhere (e.g. The West African Examinations Council) may be used for interview, assessment and recommendation of candidates, but the responsibility and authority for making appointments shall remain vested in the University.

4.1.7: The same criteria shall apply for both appointment and promotion, except in the case of appointment where performance at interview shall also count in determining a candidate’s suitability for the position. Appointment process shall normally be concluded within a period of six months after which the whole process shall terminate. Any appointment offered but not taken up within three months shall lapse.

4.1.8: Tenure of Appointment

(a) All first non-professorial appointments are tenable for three years in the first instance. They may be extended for specific periods, confirmed to retiring age or terminated at the discretion of Council on the recommendation of the appropriate A & PC. An extension when granted shall not exceed six months at the end of which the appointment will automatically lapse. Professorial appointments are tenable to retiring age.

(b) There shall be three yearly evaluation of academic proficiency (teaching and research), using the established mechanism, including student assessment of teaching, and certificate of proficiency to be signed by the Vice-Chancellor after the College or Faculty Appointments and Promotions Panel shall have carried out evaluation exercise.

Note:

In the case of non-Nigerian staff married to Nigerians, such non-Nigerian should remain on contract until granted Nigerian citizenship. Where they are not eligible for Nigerian citizenship, their contract shall be reviewed every two years and they shall
be considered for upgrading along with their colleagues as appropriate for as long as they are married to Nigerians.

4.1.9: 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 the said date for regular appointments only.

4.2.0: Married Women’s Appointment

(a) Married women appointed to the senior staff of the University have the same conditions of service as those of any other member of the senior staff on the understanding that a family in which husband and wife are both employed by the University is not eligible to double entitlements, whatever the source, in relation to housing, children’s allowance, medical benefits and passage allowances. In cases where both the husband and the wife are each in a position to claim and the decision as to which one shall make the claim is to be made by the family unit concerned and the Registrar informed of the decision.

(b) If, on medical grounds, the husband of a member of staff is financially dependent on the wife (member of staff), provision may be made for passages and medical care of the husband. Any such cases are to be referred to the Council through the Board of Health for consideration. An expatriate woman 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.

4.3.0: Procedure and Criteria for Appointment to Academic Position

4.3.1: Permanent Academic Staff Position

(a) During the first week in May and December each year, Heads of Departments shall seek approval from the Vice-Chancellor to initiate processes to fill vacancies which exist in their Departments. In the College of Medicine, Heads of Departments are to seek approval for Senior Lecturership position and below from the Provost.

(b) In respect of any vacancy that is to be filled, the Heads of Departments shall submit a request for advertisement stating clearly the requirements for filling the post. 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 post. The Registrar shall advertise accordingly.
(d) The Registrar shall put out the advertisement locally and request the accredited agencies elsewhere to put out the advertisement overseas.

(e) As the Registrar receives applications, copies may be sent to accredited agencies overseas and they in turn shall send to the Registrar copies of those received by them.

(f) After the closing date, the Registrar shall, on the advice of the Head of Department, or that of the Dean when an Acting Head is a candidate, prepare a list of those qualified in terms of the advertisement and call for reference.

(g) After the receipt of references and the deposition of 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.

(h) The Head of Department shall suggest the membership of an Interviewing and Assessment Panel for the approval of the Vice-Chancellor (in the case of the College of Medicine, for Senior Lecturer and below by the Provost). On receipt of the Vice-Chancellor’s approval (with or without amendments) the Registry, in consultation with the Head of Department, shall fix a suitable date for interview.

(i) Members of the Assessment and/or Interviewing Panel shall evaluate the publications of persons invited for interview. The experts shall be given opportunity to evaluate the publications, before interview. All members shall be free to ask question on the publications.

(j) In the meantime, the agencies overseas, where appropriate, shall be requested to set up Selection Panel to interview candidates who have applied directly to the University.

(k) The recommendations of the local panel as well as those of the agencies overseas shall be put before the Appointments and Promotions Committee for final determination of the appointment, provided that the Vice-Chancellor may approve such reports on behalf of the Committee. For the College of Medicine, the Provost shall approve reports in respect of the positions of Senior Lecturer and below.

(l) As soon as possible, thereafter, the Registry shall issue the letter of appointment in accordance with the decision of the Appointments and Promotions Committee.

(m) The Deans of Faculties shall be consulted by the Acting Heads of Departments in all matters of appointments.

4.3.2: Appointment of Teaching Assistants

(a) A candidate for appointment to the post of Teaching Assistant must be a registered postgraduate student pursuing a course of study leading to a higher degree of this University.
The appointment is for one year, renewable annually for a maximum of four years, subject to satisfactory report on the research programme or course examination.

(c) The post of Teaching Assistant is not subject to confirmation.

(d) A Teaching Assistant shall be paid honorarium subject to the approval of the Council.

4.3.3: Appointment of Assistant Lecturer

Appointments to the above position shall be made on these grounds:

(a) a candidate who has a Master's degree may be appointed Assistant Lecturer;
(b) a candidate who has a Postgraduate certificate or diploma relevant to his appointment and who has research or University teaching experience for, at least, two years may be appointed Assistant Lecturer;
(c) a candidate who is a Teaching/Research Assistant and who has been allowed by Senate of this University to change his registration from Master to Doctorate may be appointed Assistant Lecturer provided he has taken his degree at least two years earlier.

4.3.4: Upgrading to Lecturer Grade II

(a) An Assistant Lecturer may be upgraded to Lecturer Grade II on obtaining his Ph.D degree.
(b) A candidate who has an M.Phil. qualification may be appointed Lecturer II after a period of one year as an Assistant Lecturer.
(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 with the request that an appointment be made. Relevant minutes of the Faculty Appointments and Promotions Panel must be quoted in each case.

4.3.5: Part-Time Appointments (Associate and Honorary Lecturers)

(a) Associate Lecturers may be appointed to any of the teaching Departments of the University. The rate of remuneration for Associate Lecturers shall be as indicated below:
- Lecturer I and below - N12,000.00 per session
- Senior Lecturer Grade - N15,000.00 per session
- Professorial Grade - N20,000.00 per session
(b) Honorary Lecturer may be appointed from time to time and paid honorarium as may be determined by the Council.
(c) The University in appropriate cases from Departmental Votes shall meet travelling claims at the usual rate for transport and travelling.
(d) Duties
Associate Lecturers shall normally be involved in the practical work of the Department and shall handle not less than two (2) unit courses or equivalent work, load per session. Associate Lecturers in the College of Medicine and the Faculty of Veterinary Medicine shall, where applicable throughout the year, deliver lectures or equivalent of not less than two (2) unit courses in a session.
(e) 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 Associated Lecturers.
(f) Appointing Authority
The appointment of Associate Lecturers shall be made in the first instance by the Appointments and Promotions Committee and renewed annually by the same Committee.
(g) The rate shall be subject to prevailing regulations.

4.3.6: Appointment to Headship of Departments and Research Institutes

(a) Eligibility
(i) To be eligible for appointment as Head of Department or Director of an Institute, the member of staff must be a full Professor or an Arts Director in the Department/the Institute concerned, and must normally be holding a permanent appointment. Contract officers are not normally eligible for appointment as Heads of Departments, except in special circumstances.
(ii) Where there are no teaching staff of the rank of Senior Lecturer and above in a Department, the Dean of the Faculty shall act as Head of Department.

(b) Appointment of Head of Department
The process of appointing Head of Department by the Vice-Chancellor shall combine elements of seniority, competition and democratization.
(c) Selection Sub-Committee
There shall be a Selection Sub-Committee with the following composition:
i. Dean as Chairman
ii. Outgoing Head of Department
iii. One Professor from within the Faculty
iv. One person representing each of the following grades:
- Professorial/Readership
- Senior Lecturer
- Lecturer I and below

(d) Tenure
(i) The tenure of office of Head of Department shall be four years.
(ii) The tenure of Acting Headship shall be two years on the basis of seniority until further notice.
(iii) If a Head of Department or an Acting Head of Department wishes to relinquish his appointment, he shall give 6 months’ notice to that effect.

(d) Power of Removal
Head or Acting Head of Department shall be removed from office by the Vice-Chancellor on the basis of any or a combination of the following reasons:

i. Gross misconduct;
ii. Lack of effective leadership;
iii. Indiscipline;
iv. Ill-health;
v. Actions that bring the name of the Department, Faculty or University into disrepute; e.g. engaging in examination malpractices and abuse of office.
vi. 2/3 of staff signing a petition to the Dean.
vii. Fraudulent claims to academic qualifications, including evidence of plagiarism;
viii. Involvement in fraudulent student admission practices;
ix. Wasteful and fraudulent use of the Department’s resources;
x. Using his/her authority to physically and or mentally harass students and staff without just cause;
xi. Corruption and mismanagement;
xii. Refusal to carry his/her responsibilities as spelt out in the appointment letter.

(f) Procedure for Removal
(a) The removal of any erring College Provost, Head of Departments, Institute/Centre Director (even the Vice-Chancellor or any of the Deputy Vice-Chancellors shall be made on the following procedure:

(i) For Heads of Departments and Directors of Type A Institutes/Centres (e.g. Institute of Education and Institute of African Studies) whose appointment are determined by the Vice-Chancellor, their removal from office must be effected from the top. Also, their members of staff/fellows may be involved in the process by forwarding petition(s) demanding their removal.
(ii) The College Provost who derives his authority from electoral mandate shall be recalled or removal if his/her Academic Staff Assembly meets to pass a vote of “no-confidence” in him/her.

(iii) For Institute/Centres of Type B category (e.g. Centre for Econometric and Allied Research (CEAR) and Centre for Peace and Conflict Studies) their Boards of Fellows and Boards of Trustees who are involved in appointing their Directors have the responsibility of removing them.

(iv) The charges must be specific and unambiguous.

(v) Allowance shall be made to allow individual alleged to contest the charges.

(g) Procedure for Evaluation

(a) Vice-Chancellor and Deputy Vice-Chancellors.

(i) The Senate shall set up a Panel to organize the evaluation.

(ii) The Panel shall collate and analyze the evaluation forms and then submit the summary of its findings to the Senate for preliminary consideration and ultimate forwarding to the Council for necessary action.

2 Means those Centres/Institutes which are under the direct control of the University Senate and the normal administrative structure of the University.

3 Means those Institutes/Centres which are partly autonomous with minimal directives from the University’s chain of authority. By their instrument the Directors of these Institutes/Centres are appointed by the Vice-Chancellor after they have been nominated through an internal selection process initiated by their Board of Fellows. The selection mode for appointing Directors for this category of Institutes/Centre is a reflection of their organizational characteristics.

(b) The Provost and Deans

(i) A Panel set up by the Academic Board or in the case of Deans, the Academic Board shall organize the evaluation.

(ii) The entire membership of the Academic Board shall organize or the Faculty Board shall conduct the evaluation.

(iii) The evaluation forms shall be collated and analyzed by the Panel who will submit its findings to the Academic Board or the Faculty Board for preliminary consideration and ultimate forwarding to the Senate, which will take any necessary action.
(c) Heads of Departments/Units, Directors of Institutes/Centres

(i) A Panel set up by the Academic members of the Department, Unit, Institute or Centre shall organize the evaluation of the Head or the Director.

(ii) All members of the Department (academic and non-academic) shall conduct the evaluation.

(iii) The Panel shall collate and analyze the result of the evaluation and present it to members of the Department or Institute, and then pass it to the Dean, or to the Deputy Vice-Chancellor (Academic) in the case of Institutes/Centres/Units not directly under a Faculty.

(iv) The Dean (or the Deputy Vice-Chancellor) shall forward the report along with his/her recommendations to the Vice-Chancellor for necessary action.

h. Matters for Evaluation

(a) The range of fundamental matters for performance evaluation and assessment for leadership qualities shall include the following:

(i) Financial management

(ii) The conduct of examinations (where applicable) under the officer’s leadership.

(iii) Management of staff and student affairs

(iv) Structure of decision-making

(v) Extent of effective innovativeness

(vi) Benefits accruing to the Department/Unit during the officer’s tenure

(vii) Cohesion in the Unit/Department vis-à-vis the number of conflicts in a year.

(viii) Evidence of continued intellectual productivity

(ix) Performance against the agenda submitted before appointment/election.

Notes on Evaluation

(a) Towards the end of each session, a Panel constituted for assessing the performance of a leader shall send appropriate or suitably designed forms out to those who are eligible to assess him/her.

(b) The Panel will deliberate on the submissions, and make recommendations to the appropriate body that is empowered to make final pronouncement on the matter.

(c) All members of the Senior Staff of a unit or grouping shall be eligible to take part in the exercise.
(d) A serving officer whose performance has been rated as below expectation shall be so informed and be given six months to improve. Then, he/she will lose his/her position if he does not improve.

(e) Where a leader commits acts of gross misconduct, he/she shall be suspended immediately. Further investigation will determine whether or not he/she is to be removed.

(i) Other Criteria for Appointing the Head, the Director, the Dean and the Provost

The following criteria shall also be considered for appointing the Headship, the Directorship, the Deanship, and the Provostship:

(A) The candidates shall:
   (i) Express his/her willingness to serve
   (ii) Submit his/her agenda and plan of action for improving the relevant academic unit.
   (iii) Agree that his/her performance be appraised and evaluated annually.
   (iv) Agree to use the relevant committees for decision-making in all academic and financial matters.

(B) The candidate shall:
   (i) Be an accomplished scholar in his/her discipline and be able to command the respect of his/her colleagues.
   (ii) Have a clear vision and capacity to co-ordinate and lead other members towards accomplishing set goals.
   (iii) Have positive qualities that can stimulate hard work and commitment in colleagues.
   (iv) Have effective external contacts, which can be appropriately tapped to the benefit of the Department and its individual members, especially the young members of staff and the graduate students.

4.3.7: MULTIPLE CHAIRS AND PROFESSORSHIPS

(i) When a full-fledged Department has been established, there is, ipso facto, the establishment of a chair in the Department. It follows, therefore, that there is in every Department of the University, at least, one established chair. To institute additional chairs, therefore, the criteria shall be as follows:
   (a) demonstrated research commitment and postgraduate development, teaching and curriculum in an area much wider than the originally defined scope of the department;
   (b) the growth of undergraduate curriculum as indicated by the scope, number and variety of courses;
   (c) Regulations (a) and (b) above shall not, in any way, prejudice the establishments of specific chairs that may be endowed from outside sources. Such offers of endowment shall, however, be considered in
the first instance by the Academic Board of the College/Academic Planning Sub-Committee on the joint recommendation of the Head of Department concerned and the Dean of the Faculty.

(d) Thereafter, it shall be referred to the Development Committee. A report shall later be made to the Appointments and Promotions Committee and an appointment made to the Chair in accordance with normal University regulations and procedures. However, appointment or promotion to the Professorial grade shall be to an established position.

5.0: CONFIRMATION OF APPOINTMENTS/PERIODIC REVIEW OF APPOINTMENTS

5.1: Academic Staff

5.1.1: All appointments to the grade of Lecturer and Senior Lecturer shall be for three years in the first instance and shall be subject to review thereafter. The appointment may be extended for six months or confirmed to retiring age at the discretion of the University Council.

5.1.2: Confirmation to retiring age after the initial period of three years shall be made on the following grounds:
(i) satisfactory evidence of continuing research since appointment;
(ii) evidence of adequate teaching ability and experience;
(iii) membership or processing of membership of relevant professional body, where applicable;
(iv) evidence of being worthy in character; and
(v) medical fitness to stay on the job.

5.1.3: Appointments not confirmed at the expiratory period would mean that the services of the staff concerned are no longer needed and the affected member of staff accordingly informed immediately.

5.1.4: The Departmental Appointments and Promotions Panel and other permanent staff on grades higher than the grade of the lecturer being considered for confirmation of appointment shall carry out the assessment of the lecturer using the criteria stipulated above.

5.1.5: Candidates seeking confirmation of appointment must submit their current curriculum vitae following the University guidelines for appointment/promotion of staff.

5.1.6: Assessment of each of the above five main criteria for confirmation of appointment shall be carried out as indicated below:

(i) Satisfactory Evidence of Continuing Research Since Appointment
(a) Published papers:
These are papers published in Learned Journals or refereed Proceedings of Conferences.

(b) Papers accepted for publication:
Candidates must attach evidence of acceptance.

(c) Conference papers:
These are papers presented during conferences, which may not be published.

(d) Patents:
These must be properly registered.

(e) Evidence of research leading to higher academic degree:
This is a write up of the research being conducted by the candidate (Lecturer Grade II candidates with M.Sc. degrees) towards the award of a Ph.D degree.

This is to be commented upon by the candidate’s supervisor(s) on the basis of quantity and quality of work done and the estimated number of semesters to complete the Ph.D degree.

(f) Supervision of postgraduate projects:
This applied to postgraduate teachers (Lecturer I and Senior Lecturer).

Note
For Lecturer Grade II with M.Sc. and registered for the Ph.D degree programmes, items (a), (b), (c), (d) and (e) apply with the highest weighting accorded to item (e).

For postgraduate lecturers (Lecturer Grade I and Senior Lecturer) and lecturers appointed on the basis of considerable professional experience, items (a), (b), (c), (d) and (f) apply.

(ii) Evidence of Adequate Teaching Ability and Experience
This is to be based on:

a. Summary of the annual outcomes of questionnaires completed by students registered in the course(s) taught by the lecturer. There must be evidence that such outcomes have been discussed with the lecturer and the results documented.
b. External Examiners’ or Chief Examiners’ reports on the courses examined by the lecturer. Such reports must be made available to the lecturer.

(iii) **Evidence of Being Worthy in Character**
This is to be assessed by the Departmental Appointments and Promotions Panel on the basis of:
(a) Character
(b) Students/staff relationship
(c) Professional ethics
(d) Participation in Departmental activities and responsibilities
(e) The annual open assessment reports of the staff for the past three years.

(iv) **Medical Fitness to Stay on the Job**
This is to be determined by the Director of the University Health Service (UHS) upon conduct of appropriate medical tests. The Establishments Division shall make request to the Director for such tests with the result sent to the Head of Department under confidential cover.

5.1.7:  
a. Person appointed to the Assistant Lecturer grade shall be on probation for a period of not more than three years. It shall be extended for another maximum period of two years on grounds of satisfactory evidence of continuing research after which it shall lapse.
b. **Medical Research Fellows** are those who have postgraduate qualifications. Their appointments can be confirmed to retiring age.
c. **Medical Research Training Fellows** are those who do not have Postgraduate academic qualifications. Their appointments cannot be confirmed.

5.1.8: All academic appointments, other than those of Professors, shall be reviewed three years from the date of first appointment, regardless of whether the person concerned has in the meantime been promoted from one grade to another, appointed to a higher grade, or transferred from one department to another.

5.1.9: **Non-Teaching Staff**
(a) All Senior non-teaching staff appointments shall be reviewed three years from the date of first appointment for purposes of confirmation regardless of whether the person concerned has in the meantime been promoted from one grade to another, appointed to a higher grade, or transferred from the Department to another.

(b) Temporary service of a person appointed to an established post (academic and non-teaching) may count as part of a period of probation or
of the initial period of tenure, provided that temporary service is relevant and has been in the same department which the person is being appointed).

(c) Appointments not confirmed at the expiratory period would be deemed to have lapsed and the affected staff accordingly informed.

Note
Recommendations for confirmation of academic staff appointments by Heads of Departments should be submitted to the Faculty Promotions Panel for assessment and subsequent recommendation through the College/Faculty Appointments and Promotions Panel to the Appointments and Promotions Committee. Similarly, Heads of Departments or Units shall submit recommendations for confirmation of senior non-teaching appointments through the normal channel to the College Provost or Registrar as appropriate, to the relevant Committee for consideration.

5.2.0: RULES GOVERNING CONTRACT APPOINTMENT

(a) Applications must be accompanied by medical report of fitness;
(b) Contract appointment may be given to those who have served for 35 years but have not reached compulsory age of retirement;
(c) Notices of retirement must have been accepted before any member of staff could be recommended.
(d) There must be justification for wishing to retain such staff, in which case, what the Department stands to lose, if such a member goes away, must be clearly stated.
(e) There must be a Departmental resolution and support for any staff being recommended for contract appointment. Where the Head of Department is affected, the Dean of the Faculty must preside over such Departmental meeting.
(f) The following information must be provided:
   (i) Staff strength in the Department and the staff strength allowed by National Universities Commission;
   (ii) Staff strength quality in the Department;
   (iii) Whether the Department was a hardship area or a developing department.
(g) Every recommendation must take cognizance of staff mix, those going on leave of absence, National Universities Commission norms, Council decisions and Government regulations. Normally, contract appointments should be considered for Professors who are expected to provide leadership in the Department.
(h) Contract appointment shall not normally be given to staff who retired voluntarily.
Note
(i) In order to remove any prejudices, Faculty Appointments and Promotions Panels should have input into recommendations for contract appointment.
(ii) A memorandum is placed on contract appointment as the Council in June, 2002, ruled against it until further notice when the financial situation improves.

5.2.1: RULES GOVERNING APPOINTMENT OF EMERITUS PROFESSORS
For the appointment of an Emeritus Professor, the candidate shall be fully assessed on the following parameters:

(i) 40% of the publication should have been published after the candidate becomes a Professor;
(ii) At least 20% of the candidate’s all publications should have been published in foreign-based learned journals as defined by the Faculty;
(iii) The candidate should have attracted substantial grants to the University and/or be involved in research with international collaborators;
(iv) The candidate should submit a programme of his future academic activities for the next 5 years of his appointment as an Emeritus Professor;
(v) The candidate should have a minimum of 70% overall score. Where there are many of them, they must be ranked for selection purposes;
(vi) An Emeritus Professor should be prepared to submit reports on his activities periodically and be prepared to present public lectures, seminars, etc.
(viii) The total number of awards should not exceed 7½% of the total number of Professors in the University.

5.3.0: TERMINATION OF APPOINTMENT
ACADEMIC/NON-TEACHING STAFF

5.3.1: Professorial Staff
A Professor shall not terminate his/her appointment other than on the 30th September in any year, after having given to the Council through his/her Head of Department, Dean and Provost, six months’ notice in writing of his intention to do so, or pay 6 months’ salary in lieu, unless the consent of the Council be otherwise obtained.

5.3.2: Academic Staff (other than Professors)
A Lecturer shall not terminate his/her appointment other than on the 30th September in any year, and after having given to the Council through the Head of his/her Department, Dean and Provost, three months’ notice in
writing of his intention to do so, or pay 3 months’ salary in lieu, unless the consent of the Council be otherwise obtained.

5.3.3: Temporary Academic Appointments
(i) Requests for temporary/appointments shall be accompanied by advertisement for the position(s).
(ii) Where the appointment is for one year, it may be terminated in writing through the Head of Department, Dean and Provost, at any time during this period by one month’s notice in writing unless otherwise stated in the letter of appointment.
(iii) Temporary appointments can only be made for one year and no more, that is, there shall be no renewal.

5.3.4: Post-Doctoral Research Fellowship
The appointment is normally tenable for a maximum of three years, subject to annual review and may be similarly terminated at any time during this period of three months' notice in writing.

5.3.5: Medical Research Fellowship
The appointments are tenable for one year at a time, subject to a maximum of three years and annual review, and may be similarly terminated at any time during this period by one month’s notice in writing.

5.3.6: Non-Teaching Staff (other than Registrar)
The appointments may be terminated at any time by three months' notice in writing, through the Head of Department and Registrar to the Council.

5.3.7: Temporary Non-Teaching Staff
(i) Request for temporary appointment shall be accompanied by advertisement for the position(s).
(ii) Where the appointment is for one year, it may be terminated in writing through the Head of Department at any time during this period by one month’s notice in writing, unless otherwise stated in the appointment letter.
(iv) Temporary appointments can only be made for one year and no more, that is, there shall be no renewal.

5.4.0: STAFF STRUCTURE
5.4.1: Criteria for Determining Seniority
The date of first appointment, or promotion to a given cadre, shall normally be the only criterion for determining seniority.

5.4.2: Administrative Seniority
The Deputy Vice-Chancellor (Academic) who is also the Chairman of the Committee of Provost(s) and Deans shall act for the Vice-Chancellor when the Vice-Chancellor and the Deputy Vice-Chancellor (Administration) are away. The Provost shall act for the Vice-Chancellor where the Chairman, Committee of Provost and Deans is away. The Deans shall act in order of seniority of the Faculties, if the Provost is not available.

6.0: PROMOTIONS (ACADEMIC STAFF)
6.1.1: Regulations (Academic Staff)
(a) The Appointments and Promotions Committee shall normally consider only recommendation put forward and supported by the Head of Department concerned, or if there is no Head of Department by the Dean of the Faculty concerned.
(b) It shall be in order, however, for a member of staff not recommended for promotion, to forward a statement of his case through the Dean of his Faculty to the Committee, setting out his claims to be considered for promotion. Such an application shall be referred to the appropriate Head of Department for comments to the committee. Where the Head of Department is not in a position to recommend, especially where the candidate is qualified by other criteria, the candidate should be informed in writing.

Note
Regulations 6.1.1(b) above can only apply to a person not already recommended by his Head of Department.

6.1.2: Assessment of Publications
Where publications are cited in support of promotion, the Head of Department making the recommendation shall include in his recommendation a detailed assessment of those publications and, where necessary, in the opinion of another competent person who has read them. Where a publication is the result of a joint effort between the persons recommended for promotion and others, there shall be a clear statement from either the Head of Department or someone in a position to know of the specific contribution of the candidate recommended for promotion.

6.1.3: Assessment of Research
The Head of Department shall include in his recommendation an assessment of on-going research (papers presented at conference, unpublished works, solicited publications … etc.) of the candidate.

6.1.4: Graduate Assistant
Promotion will not be made beyond Lecturer I unless the candidate has a Ph.D
6.1.5: Promotion from Assistant Lecturer to the Grade of Lecturer II

Promotion from Assistant Lecturership to the grade of Lecturer II may be made on the following basis:

(a) Possession of a higher degree of Ph.D except for the professional disciplines where the first professional degree is acceptable.
(b) Adequate teaching experience for a minimum of three years; and
(c) However, an Assistant Lecturer with M.Phil. plus one year experience may receive promotion to the post of Lecturer II, subject to a good report by the supervisor and the Head of Department.

6.1.6: Promotion from Lecturer II to the Grade of Lecturer I

Promotion from Lecturer II to the grade of Lecturer I may be made on the basis of:

(a) Adequate experience for a minimum of 3 years
(b) Adequate teaching ability;
(c) Competence in research; and
(d) Publications.

Note
In relation to (c) and (d), special allowance may be made for exceptional clinical or other professional competence.

6.1.7: Promotion from Lecturer I to the Grade of Senior Lecturer

(a) adequate experience for a minimum of 3 years
(b) adequate teaching ability;
(c) adequate research;
(d) adequate publications
(e) possession of a higher degree Ph.D or its equivalent is mandatory for this category of staff.

Note
(i) In relation to (c) and (d), special allowances may be made for exceptional clinical or other relevant professional competence.
(ii) Recommendation for promotions up to the grade of Senior Lecturership shall be considered by the appropriate Faculty/College Panel, which shall decide on the said recommendation with internal assessors’ reports as sufficient basis.

6.1.8: Promotion from Senior Lecturer to the Grade of Reader

(a) For promotion from Senior Lecturer to the grade of Reader, the candidate shall be fully assessed on the following criteria:

(i) adequate experience, including where applicable, professional competence;
(ii) outstanding research and publications;
(iii) adequate teaching ability for a minimum of 3 years.
(iv) possession of a higher degree of Ph.D or its equivalent.
(v) When the Committee is satisfied that there is a *prima facie* case, it shall proceed to seek the advice of three outside assessors who shall be appointed by the University.

6.1.9: **Promotion from Reader to the Grade of Professor**

(a) For promotion to the grade of Professor, the candidate shall be fully assessed on the following criteria:

(i) adequate experience, including where applicable relevant professional competence;
(ii) very outstanding research and publications;
(iii) exceptional teaching ability;
(iv) evidence of leadership in research and postgraduate supervision;
(v) administrative ability or competence;
(vi) possession of a higher degree of Ph.D or its equivalent.

(b) Only recommendations on or applications of candidates from the grade of Reader of three years standing shall be considered.

(c) When the Committee is satisfied that there is a *prima facie* case it shall proceed to seek the advice of three outside assessors who are recognized experts in their fields.

6.2.0: **Effective Date of Promotion**

Promotion will not take effect earlier than the first day of October subsequent to the date of which the promotion is initiated.

These regulations are intended as a general and useful guide and every recommendation shall be considered strictly on its academic merit.

**Note**

(a) Promotion of academic staff shall be based essentially on research, teaching and services within the University, but may include consideration of relevant national and/or international assignments.

(b) The weighting shall be 60:30:10 respectively.

(c) All assessors of candidates shall be asked to score ONLY the publications presented to them. They should be intimated with our scoring system.

(d) To be eligible for promotion from one grade to another, a candidate must score at least: 50% of each of the three areas identified, and the following scores will apply as relevant:

(i) A total of 75% for the promotion to the grade of Professor
(ii) A total of 70% for the promotion to the grade of Reader
(iii) A total of 60% for the promotion to the grade of Senior Lecturer
(iv) A total of 50% for the promotion to the grade of Lecturer I

6.2.1: **Guidelines on the Regulations: (Academic Staff)**
6.2.2: **Status of Faculty and College Promotions Panels**

(a) Faculty and College Promotions Panels are expected to operate as **Sub-Committees of the Appointments and Promotions Committee**

(b) This means that the Appointments and Promotions Committee is delegating responsibility to Faculty Panels to act as clearing houses with regard to the business of the annual promotions exercise.

6.2.3: **Functions**

(a) Faculty Panels are to serve as clearing houses for all cases of promotion to the grade of Lecturer Grade II.

(b) Lecturer Grade I and Senior Lecturer and equivalent grades in each case.

All cases submitted by Head of Department shall be considered by the Faculty Panels which shall ensure that all relevant information in each case has been supplied and submitted to the College/Faculty Appointments and Promotions Panel for consideration and approval.

(c) To determine whether a **prima facie** case has been made in respect of each recommendation, whereupon, it shall forward its recommendation and other comments together with the applications of those candidates in respect of whom prima facie cases have been established to the College/Faculty Appointments and Promotions Committee.

(d) (i) To undertake the initial consideration of cases of candidates applying for promotion under the individual representation for promotion regulation (IRPR) to determine whether **prima facie** cases have been made.

(ii) If the Faculty Promotions Panel considers it necessary, it may invite a candidate who has applied under Rule 6.1.1 (b) (IRPR) to appear before the Panel. The Panel may wish to seek the expert opinion of or two knowledgeable persons with regard to the quality of the candidate’s publications. If the Panel is convinced that the case has merit, it shall proceed to back up the candidate’s claim, with its own recommendation to the effect that the candidate be considered for promotion by the College/Faculty Appointments and Promotions Panel.

6.2.4: **Composition of the Faculty Promotions Panel**

(a) Dean of Faculty as Chairman

(b) All Professors in the Faculty

(c) All Heads/Acting Heads of Departments in the Faculty

(d) Faculty representative on the Appointments and Promotions Committee

(e) Four elected members, not below the rank of Senior Lecturer

(f) Faculty shall have the power to co-opt members from within or outside the Faculty and such member shall have the right to vote.

(g) Secretary - Faculty Officer
Quorum - 50% of membership
Voting - 75% of those present and voting

6.2.5: **Composition of the College Promotions Panel**

(a) The Provost - Chairman
(b) The Deans of Faculties within the College
(c) The Directors of Institutes and similar academic units within the College
(d) A number of Professors to be determined from time to time on the recommendation of the College Court of Governors, subject to a maximum of 3 per Faculty.
(e) The Head of a Department (if not already a member when cases in the Department are being considered).
(f) **Secretary**
The College Secretary or his representative shall be Secretary to the College Appointments and Promotions Committee but shall not be a member of the Committee.
(g) **Quorum**
The quorum of College Appointments and Promotions Committee shall be 8 or 70% of total membership, whichever is smaller.
(h) **Voting**
As for regulation 3.1.6

6.2.6: **Non-professional members shall not participate in the consideration of promotions to Readership or Professorship**

6.2.7: **Composition of Assessment Panel**
All Faculties shall have Assessment Panels for Senior Lecturership grade and above. The assessment Panel shall comprise three experts in or close to the field of the candidates being assessed.

6.2.8: **The Use and Role of External Assessors**
This is left to the Faculties provided that the adopted Procedure is reported to the Appointments and Promotions Committee, subject to NOTE UNDER 6.1.6 in the case of promotion up to Senior Lecturer Grade.

6.2.9: **Finalization of Part I Promotions**
Pat I promotions (i.e. up to Senior Lecturer) shall be finalized at the Faculty/College Level, and a report made to the Appointments and Promotions Committee for noting.

**Note**
The Appointments and Promotions Committee reserves the right to change the decision of the Faculty Appointments and Promotions Committee.
6.3.0: **Assessment of Publications in Respect of Candidates for Appointment/Promotion to Professorial Grades (i.e. Part II Promotions)**

At the end of each session’s promotions exercise, the Dean in consultation with the substantive Head of Department, shall submit through the Provost, where applicable to Vice-Chancellor, a list of six assessors in respect of candidates for whom *prima facie* cases have been approved by the Appointments and Promotions Committee. Out of this number, a minimum of three assessors shall be appointed by the Vice-Chancellor.

**Note**

(i) The candidate’s publications, as well as the list of publications shall be forwarded to the external assessors.

(ii) Where an Acting Head of Department is also a candidate for promotion, the Dean of the Faculty shall make the nomination of assessors.

(iii) Deans of Faculties shall give brief written statements on the distinguished academic qualities of the scholars they recommend for appointment as assessors, with a view to justifying their nomination.

(iv) The nomination shall be made in confidence to the Vice-Chancellor.

(v) Each proposed assessor must have attained both national and international eminence in a particular relevant academic discipline, and the academic or equivalent status of a Professor.

(vi) The proposed assessor must have teaching and/or research responsibilities in a reputable University or similar institutions.

(vii) Scholars including external examiners who had been on the staff of the University of Ibadan within the last five years shall not qualify for appointment as assessors.

(viii) External assessors’ consent to serve shall be obtained before publications are sent to them, and they shall be given honoraria.

(ix) For a candidate to be promoted or appointed, the Appointments and Promotions Committee shall adjudge the reports of at least two of the three external assessors to be favourable.

(x) An individual shall not be eligible to serve as an external assessor after three years of disengagement from the University system/Research Institute.

6.3.1: **Guidelines for Assessors**

An assessor will be required to give detailed answers as much as possible to the following in his report of assessment of a candidate’s contribution to scholarship through publications:

1. Do you know this candidate who is being considered for professorship? If so, in what connection or capacity?
2. Are his research papers known to you before now? If so which?
3. Please comment freely on: the works known to you before now; those papers you are coming across for the first time.
(4) Please specify which of his work is outside your field, or you are unable to comment fully on.

(5) What in your opinion is/are the contribution(s) of this candidate to knowledge in his/her field.

(6) Please provide paper by paper assessment

(7) Please give your overall judgment and specific recommendation on the candidate’s suitability for promotion/appointment.

6.3.2: **Research: To be considered would include:**

(i) On-going research

(ii) Theses and Dissertations

(iii) Designs

(iv) The following shall also be accepted as evidence of research:
   (a) Progress reports on long-term research undertaking.
   (b) Conference and seminar papers, based on on-going research;
   (c) Published abstracts.
   (d) Monographs.

6.3.3: **Publications**

(i) Articles published in refereed journals

(ii) Books or chapters in books which should be relevant to the discipline of the candidate.

(iii) Accepted articles or manuscripts may be used for promotion to the grades, but these would be only on strict verification by Faculty Promotions Panel.

(iv) Published conference papers

(v) Patents

(vi) Technical reports should be commissioned and relevant to the candidate’s field.

6.3.4: **Weighting**

(i) **Weighting of Multiple Authorship**
   An honest statement of contribution by all collaborators endorsed by the contributors themselves or by someone in authority should be submitted for all publications with multiple authors.

(ii) **Weighting of Books and Chapters in Books**
   Books in this category must be scholarly works. Adjudged scholarly work or textbooks should have greater weighting than journal articles and should be assessed in their own right. Chapters in books should have equal weighting with journal articles.

(iii) **Weighting for Proceedings**
   Refereed articles published in the proceedings of Conferences of learned societies should be given equal weighting as journal articles.
6.3.5: **Concepts**

(i) **Concept of Clinical Work, Creative Work, Recognized Professional Contribution, Registered Patents and Design**

All these should be given due recognition provided the contribution is relevant to the discipline in which a candidate is being considered for promotion or appointment.

(ii) **Concept of Hardship Area**

Hardship area should be strictly defined as areas where recruitment is difficult, new discipline being developed and disciplines into which it is difficult to attract experts. The concept should, therefore, normally be applicable only at the time of appointment.

(iii) **Concept of Learned Journals**

Each Faculty should be able to determine which journals are learned journals and which are not.

6.3.6: **Technical Reports**

(i) Each Faculty shall define its own concept of technical report and submit same to Appointments and Promotions Committee.

(ii) The Faculty shall similarly determine the appropriate mix of technical reports amongst other publications, for each cadre of promotion.

(iii) Technical reports shall not normally attract equal weighting with journal articles.

6.3.7: **Assessment of Quality and Quantity of Publications**

(i) Candidates for promotion to the grades of Reader and Professor should be advised to:

   (a) list their publications in groups stating the contribution to scholarship in each group;
   (b) list ten works which in their opinion best reflect the totality of their contribution to scholarship in their discipline;

(ii) Faculties should be advised to set out their assessment along the following lines:

   (a) Information or subject matter i.e. what new information is provided directly in the group of papers.
   (b) Significance i.e. the implications for knowledge and ignorance in areas of scholarship connected with the theme, and the weight of these implications;
   (iii) Scope i.e. the extent of the substance embraced by the candidate’s treatment of the theme; e.g. in the study of a phenomenon, one may focus on this among a sub-species or the entire species. The scope is wider in the latter.

6.3.8: **Duplication and Overlapping in Publication**
Duplication is an unnecessary repetition of the substance of published work and this is undesirable.

Candidates should be advised in their own interest to avoid it. Some overlapping is, however, inevitable but where overlapping occurs candidates should be advised, in grouping their publications, to so indicate and state development or advancement upon previous work.

6.3.9: **Revisitation of Thesis**
Revisitation must advance the work in the thesis.

6.4.0: **Professional Competence**
Each recommending unit as appropriate shall guide the Appointments and Promotions Committee.

6.4.1: **Experience**
Promotion exercises are held annually. However, there should be an annual evaluation of each member of staff. Adequate experience shall be defined as follows:
- (a) Assistant Lecturer to Lecturer Grade II – 3 years unless higher qualification is obtained.
- (b) Lecturer II to Lecturer I – 3 years.
- (c) Lecturer I to Senior Lecturer – 3 years.
- (d) Senior Lecturer to Reader – 3 years.
- (e) Reader to Professor – 3 years.

6.4.2: **Criteria for Appointments and Promotions**
- (a) The same criteria shall apply for appointment and promotion but the processes for both may not be totally identical. A candidate whose application for promotion/appointment fails, may be considered for promotion or appointment as the case may be to the same grade with an improved curriculum vitae not earlier than six months from the date the Appointments and Promotions Committee decided his case for promotion or appointment, as may be applicable.

- (b) A candidate shall not be considered for both simultaneously. A candidate for promotion or appointment wishing to be considered for the other must first withdraw in writing before being considered.

- (c) While the effective date of promotion shall be 1 October of the year of promotion considered, that of appointment shall be the date the Appointments and Promotions Committee approves the interview report.
6.4.3: **Teaching**
   (a) Number of years of teaching at University Level.
   (b) Teaching load which shall include guidance and counseling, teaching practice and postgraduate supervision.
   (c) Teaching effectiveness (including responsibility in the discharge of teaching duties), peer and student evaluation of actual delivery and presentation of Lectures shall be regarded as adequate measure.
   (d) Postgraduate teaching is teaching and should not attract any special weighting. However, postgraduate teaching and supervision by all grades of staff should be noted for promotion.

**Note**
Services rendered and demonstration or teaching/graduate connection with courses taught by other person(s) are not included.

6.4.4: **Procedure**
   (i) **Voting:**
   Open voting method shall be used to decide controversial issues.
   (ii) In such cases, a minimum of 70% vote of those present and voting shall be required for a verdict for professorial cadres.

**Note:** Simple consensus shall normally be adequate for other cadres.

6.4.5: **Sanctions**
Sanctions such as those banning a candidate from presenting himself for promotion for a given period should not be imposed.

6.4.6: **Appeals for Reconsideration of Decision of Appointments and Promotions Committee**

Appeals from members of academic staff against the decisions of the Appointments and Promotions Committee shall be routed through their respective Heads of Departments, Deans of Faculties, and Provosts who should comment on whether there is any new evidence to justify a reconsideration at its first meeting during the succeeding session after the Promotion Exercise. A candidate can make a final appeal to Council through the Secretary to Council, if he so desires.

6.4.7: **Effective Date of Promotion**
Promotion will not take effect earlier than the first day of October subsequent to the date on which the promotion is initiated.

6.4.8: **Procedure for Appointments**
The existing procedure outlined in this Handbook on the processing of appointments shall continue to apply.

6.4.9: Promotion During Leave of Absence
(a) A candidate shall not be considered for promotion for the years he or she is not on ground on account of leave of absence without pay.
(b) The quality such contribution will be measured in the same way for those who remain in the University. Although, where such a candidate is away for a period beyond two years, the exceptionality of his teaching ability might be difficult to measure.

6.5.0: PROMOTIONS (THEATRE ARTS STAFF)
6.5.1: Lecturership Post
For the Leadership post, the promotions criteria for similar posts in other Departments of the University shall apply with the provision that Theatre Arts is, by its very nature, a professional discipline. Candidates whose academic work advances the professional status of the discipline will be appropriately qualified in that regard.

6.5.2: Professional Post
(a) Promotion to the Grade of Arts Fellow Grade II
   (i) A Junior Arts Fellow showing adequate professional and teaching ability may receive promotion to the post of Arts Fellow Grade II after three years.
   (ii) Possession of a higher degree.
(b) Promotion to the Post of Arts Fellow Grade I
Promotion from the post of Arts Fellow Grade II to Arts Fellow Grade I shall be made on the basis of:
   (i) adequate experience after a minimum period of 3 years;
   (ii) adequate teaching ability;
   (iii) competence in research;
   (iv) creative output in Theatre Arts;
   (v) possession of a higher degree of Ph.D or its equivalent.
(c) Promotion to the Grade of Senior Arts Fellow
Promotion from Arts Fellow Grade I to the Grade of Senior Arts Fellow may be made on the basis of:
   (i) adequate experience after a minimum of 3 years;
   (ii) adequate teaching ability;
   (iii) adequate research;
   (iv) adequate publications;
   (v) possession of a Ph.D or its equivalent
(d) Promotion from Senior Arts Fellow to the Grade of Associate Arts Director
Promotion from Senior Arts Fellow to the grade of Associate Arts Director shall be on the basis of:

(i) adequate experience after a minimum of 3 years;
(ii) outstanding artistic contribution;
(iii) adequate research and publications;
(iv) adequate teaching ability;
(v) possession of a higher degree of Ph.D or its equivalent.

Note
1. Recommendations for promotion to this grade shall be accompanied by a full assessment of the candidate’s contribution to the performing Arts.
2. When the Committee is satisfied that there is a prima facie case, it shall proceed to seek the advice of not less than three outside assessors who shall be appointed by the University.

(f) Promotion to the Grade of Arts Director
(1) For promotion to the grade of Arts Director, the candidate shall be fully assessed on the following criteria:

(i) adequate experience after a minimum of 3 years;
(ii) evidence of distinguished contribution to the development of the performing Arts;
(iii) clear evidence of continuing research and publication;
(iv) evidence of exceptional professional ability;
(v) possession of Ph.D or its equivalent.

(2) Only recommendations of candidates from the grade of Associate Arts Director shall be considered.
(3) When the Committee is satisfied that there is a prima facie case, it shall proceed to seek the advice of not less than three outside assessors who shall be appointed by the University of Ibadan.

Note
Evaluation of lecturers by the students shall be a component part of the assessment for the promotion of academic staff.

6.6.0: GUIDELINES ON THE REGULATIONS FOR PROMOTIONS OF THE ACADEMIC STAFF OF THE LIBRARY

6.6.1: Preamble
Academic librarianship, which is a combination of professionalism and scholarship, is very strongly service-oriented. By its very nature, its professional/service aspect tends to make disproportionate demand on the time of the practitioner. Moreover, a long period of experience is usually required before maturity can be attained in terms of research and publications. Therefore, in most cases, but particularly up to the Senior
Librarian grade, greater emphasis should be placed on professional competence and experience than on research and publications.

(a) Professional ability and competence will be adjudged on the following:
   (i) Professional practice in an academic or research institution;
   (ii) Work-load and level of productivity;
   (iii) Nature of responsibility including ability to manage a sub-section of the Library.

(b) Additionally, a librarian is expected to take keen interest in any activity capable of enhancing library and information science in and outside the University. The elements of contribution include:
   (i) level of professional practice/responsibility in an academic or research library;
   (ii) activities in professional associations;
   (iii) contribution to the professional literature, and body of knowledge or practice.

6.6.2: Research
The librarian in a University system should also engage in research. This shall include the following:
   (i) on-going research, particularly all studies aimed at improving professional practice;
   (ii) theses and dissertations, subject bibliographies;
   (iii) policy papers, manuals;
   (iv) others
      (a) Unpublished bibliographies, indexes, guides and book reviews;
      (b) Conference and seminar papers;
      (c) Abstracts (which have not otherwise been published).

6.6.3: Publications
   (i) Articles published in refereed journals
   (ii) Books or chapters in books (which should be relevant to the discipline of the candidate)
   (iii) Accepted articles or manuscripts for books may be used for promotion to all grades but these would be only on strict verification by the Library Promotions Panels.
   (iv) Published conference papers;
   (v) Bibliographies, indexes and guides.

6.6.4: Experience
As applicable to equivalent positions in academic Departments.

6.6.5: Assessment Criteria
In every case, but particularly up to the Senior Librarian grade, a high rating in professional ability and experience shall compensate for deficiency in research and publications.

6.6.6: **Criteria for Appointments and Promotions**
The same set of criteria shall be used for both appointments and promotions.

6.7.0: **Promotion Criteria for Academic Staff of the Library**

6.7.1: **Upgrading of Graduate Assistant to Librarian II**
(a) A Graduate Assistant on completion of a higher degree in Librarianship may be upgraded to the grade of Librarian II. Other conditions shall be as for regulation 4.3.2.
(b) possession of a higher degree.

6.7.2: **Promotion from Librarian II to the Grade of Librarian I**
Promotion to the grade of Librarian I may be made on the basis of:
(i) adequate experience after a minimum of 3 years;
(ii) evidence of professional contribution.

6.7.3: **Promotion from Librarian I to the Grade of Senior Librarian**
Promotion to the grade of Senior Librarian may be made on the following grounds:
(i) adequate experience after a minimum of 3 years;
(ii) evidence of professional contribution;
(iii) evidence of research ability or publications.

6.7.4: **Promotion from Senior Librarian to the Grade of Principal Librarian**
Promotion to the grade of Principal Librarian may be made on the following grounds:

(i) adequate experience after a minimum of 3 years;
(ii) adequate professional contribution;
(iii) adequate research and publication.

6.7.5: **Promotion to the Grade of Deputy Librarian**
Promotion to the grade of Deputy Librarian may be made on the basis of:
i. Adequate experience after a minimum of 3 years;
ii. outstanding professional contributions;
iii. significant research and publications.

**Note**
Recommendations for promotion to this grade shall be accompanied by a full internal assessment of the candidate’s contribution to scholarship.
Thereafter, it shall follow the procedure for external assessment as for regulation 6.2.9.

6.8.0: **FORMAT FOR RECOMMENDATIONS FOR PROMOTION BY HEAD OF DEPARTMENT**

6.8.1: **Assessment**
Assessment by the Head of Department (or Dean of Faculty where appropriate) under the following headings:

6.8.2: **Teaching**
(i) Number of years of teaching at University level;
(ii) Teaching load including guidance and counseling of students;
(iii) Teaching effectiveness;
    (a) Nature of courses;
    (b) Level of courses;
(iv) Postgraduate supervision.

6.8.3: **Research**
(i) on-going research;
(ii) theses and dissertation;
(iii) designs;
(iv) research reports (including seminar and occasional papers).

6.8.4: **Publications (including Patents)**

6.8.5: **Professional Competence** (Where applicable, including evidence of internal and external recognition).

6.8.6: **General Assessment**: (including a definite statement as to whether or not the candidate is recommended for promotion).

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Signature of Head of Department or Dean of Faculty.

**Note**
This assessment should be sent directly to the Deputy Registrar (Establishments) under confidential cover.

6.8.7: **Format for Presentation of Curriculum Vitae for Promotion**
To ensure that criteria for Promotion are consistent and comparable, a uniform format of presenting published work as suggested below should be followed:


2. Publications in Journals should be rendered thus: Author(s), date, title of journal, volume, number and page(s) number; e.g. Osuntokun, B.O. (1970): Cassava Diet and Cyanide Metabolism in Wistar Rats. *British Journal of Nutrition* Vol. 18. No. 1, 377-380.

Where there are multiple authors, publications should be rendered exactly as they appear in the journal. No attempt must be made to change the order of authorship round or to use the form: “Smith and others ...” page numbers must be quoted in full to indicate the length of the paper.

3. Patents – state title, number and date.

4. Books and papers not yet in print but already accepted for publication should be categorized, with the name of publisher/journal and a photocopy of the letter of acceptance.

5. Research in progress must be separately treated, stating precisely when this was started, with a brief paragraph to indicate the “story so far” and its potential. It is valuable for candidates to indicate the direction in which their published work and research is oriented and if possible separate the major publications from those of a more general nature.

6. Please submit 70 copies of your curriculum vitae as per this format together with the stencil to the Establishments Office or as indicated in the call circular for promotions.

**Note**

For comparability, the layout/format of Curriculum Vitae should as much as possible be consistent from year to year, except when a modification has been approved by the Appointments and Promotions Committee.

1. (a) Name (underline surname)
   (b) Date of Birth:
   (c) Department:
   (d) Faculty:
   (e) College:
II. (a) First Academic Appointment
(b) Present post (with date)
(c) Date of last Promotion
(d) Date last considered (in cases where promotion was not through)

III. University Education (with dates)
IV. Academic Qualification (with dates and granting bodies)
V. Professional Qualifications and Diplomas (with date)
VI. Scholarships, Fellowships and Prizes (with date) (in respect of Undergraduate and Postgraduate work only).
VII. Honours Distinctions and Membership of Learned Societies
VIII. Details of Teaching Experience at University level

6.8.8: THE FOLLOWING SECTIONS SHOULD CONSTITUTE A SEPARATE ATTACHMENT TO THE CURRICULUM VITAE

IX. Research
   (i) Completed
   (ii) In progress
   (iii) Dissertation and Thesis

X. Publications
   (i) Books or Chapters in Books already published
   (ii) Patents
   (iii) Articles that have already appeared in learned journals
   (iv) Books, Chapters in Books and Articles already accepted for publications.
   (v) Technical Reports

XI. Major Conferences Attended with Reports and Papers Read (in the last 5 years)

**Note:** Please use a single asterisk for publications which have appeared/been accepted since last promotion or appointment and a double asterisk for publications which have appeared/been accepted since last consideration for promotion.

**Note:** Not more than 75% of the candidate’s publication for professorial cadre should actually appeared in print.

7.0: **PROMOTIONS: NON-TEACHING STAFF**

There shall be a mandatory annual appraisal of all staff, which shall be taken into account during promotions exercise.

7.1: **Ordinary Promotion:**
This shall be a promotion to the next grade after serving the prescribed minimum number of years since the last promotion or appointment.

7.1.2: A candidate for ordinary promotion to the next grade shall be assessed on the following criteria:
(a) General ability
(b) disposition to work
(c) initiative
(d) personal integrity
(e) attitude to work; and
(f) experience

Note
Promotion should be to established positions after certain level and subject to some form of examination or test of skill with other approved criteria as it obtains in other arms of the public service.

Subject to review by the Appointments and Promotions Committee for Senior Staff (Non-Teaching), the following shall be considered as the required minimum number of years of experience:

7.1.3: Executive Cadre
HATISS 6-7 - 3 years
HATISS 7-9 - 3 years
HATISS 9-1 - 3 years
HATISS 11-12 - 4 years
HATISS 12-13 - 4 years

7.1.4: Administrative Staff Cadre
HATISS 7-9 - 3 years
HATISS 9-11 - 4 years
HATISS 11-13 - 4 years

7.1.5: Technical Staff Cadre
HATISS 6-7 - 3 years
HATISS 7-9 - 3 years
HATISS 9-11 - 4 years
HATISS 11-13 - 4 years

7.1.6: Qualifications
A candidate recommended for promotion to a higher grade must possess the qualifications and experience for that post as shown in the scheme of service.

7.1.9: Representation
7.3 Individual Representation for Promotion (I.R.P.)
The Committee will normally consider only recommendations put forward and supported by the Head of Department concerned. It shall be in order, however, for a member of staff, not recommended for promotion to forward a statement of his case through the Head of Department to the Secretary, Appointments and Promotions Committee for Senior Staff (Non-Teaching), setting out his claims to be considered for promotion.

7.4: Procedure for Making Representation Arising from Promotions Exercise
Representation shall be made in the first instance to the Head of the Department concerned, and if there is still need, through the Head of Department to the Secretary Appointments and Promotions Committee for Senior Staff (Non-Teaching) who shall refer the matter to the Committee. In exceptional cases, further appeal may be made directly to the Council through the Registrar. Petitions shall be submitted within one month of receiving notification of non-approval of the promotions from the Deputy Registrar (Establishments).

7.5: Vacancies in the posts on HATISS 14 and above shall normally be filled by appointments only. There shall be no promotion to the post of Registrar and equivalents, which shall be filled by appointments only.

7.6: Point of Entry into Scale on Promotion
Adjustments of salaries should not be made on promotion, on the basis of years of graduation of those concerned. All officers promoted with effect from the same date should be placed at the bottom of the salary scale of the grade to which they are promoted, irrespective of years of graduation, except that adjustment shall be made in accordance with Government ruling to ensure that any staff promoted from one grade level to another should enter the higher scale at a point that gives him a minimum advantage in salary.

Note
A Head of Department/Unit may not exclusively undertake the assessment of non-teaching staff; rather an appropriate committee set up for that purpose shall do it.

8.0: DISCIPLINE
8.1: SENIOR STAFF DISCIPLINARY COMMITTEE
8.1.1: Membership
The Vice-Chancellor - Chairman
The Deputy Vice-Chancellors
The Provosts of Colleges
The Council Representatives
Two Senate Representatives
One Congregation Representative
The Dean/Director of the Unit of the member of staff concerned, except in a case where such as officer is the member of staff whose conduct is under investigation or he is himself considered connected with the matter under investigation.

The Registrar
Two or more co-opted members where necessary
Secretary: The Registrar’s nominee

In attendance
The Bursar
The Legal Officer/University Solicitor
The Deputy Registrar (Establishments)

8.1.2: **Terms of Reference**

The terms of reference of the Committee are:

(i) To investigate, consider and determine all disciplinary cases involving all senior members of staff of the University except the Vice-Chancellor, the Deputy Vice-Chancellors, and other Principal Officers, provided always that any member of staff aggrieved by a decision of the Committee may appeal to Council for reconsideration within twenty-one days of the decision of the Committee;

(ii) Subject to (i) above, to exercise, on behalf of Council, those functions of Council specified in Section 9(3)(a) and (b) of the University of Ibadan Act 1962 as amended by the University of Ibadan (Amendment) Decree 1976;

(iii) To make recommendations to Council on any matter that will be in the interest of the proper discipline of members of staff of the University;

(iv) To report to Council from time to time.

8.1.3: **Tenure of Office**

Elected members shall hold office for two years in the first instance, renewable for another period of two years, but no elected members shall serve for more than a total period of four years.

8.1.4: **Disciplinary Procedure**

8.1.5: **Modus Operandi of the Committee**

(a) The following procedure shall be adopted:

(i) The cases requiring disciplinary measures shall first be reported to the Registrar who shall invite comments from members of staff concerned;

(ii) The report and the comments, each in six copies, shall be submitted to the Vice-Chancellor who shall refer same to the Committee;

(iii) Deliberate failure or refusal of a member of staff to send his/her comments to the Registrar within a period of 2 weeks shall
attract reprimand (in writing) in the first instance. If, after a reminder is forwarded to the staff member concerned, and he/she still refuses to respond, the Committee shall dispose of the matter as it deems fit.

(iv) The Committee, after receiving the report and comments, shall consider same and determine the nature of the alleged offence committed by the member of staff concerned. Thereafter, the Committee shall proceed as follows:

(b) Where it is satisfied that there is no offence committed by the said member of staff, or where it is satisfied that it has no jurisdiction over the matter, the Committee shall dispose of the matter as it deems fit;

(c) Where it is satisfied that an offence has been committed and that the offence lies within its jurisdiction, the Committee shall, where necessary, appoint a Panel to investigate the matter. The Panel shall consider representations by the member of staff and others concerned and report to the Committee for appropriate action;

(d) Where a prima facie case is established by the Committee, it shall direct that the member of staff concerned be notified of the nature of the offence committed and that he/she should show cause why disciplinary action should not be taken against him/her for the offence committed.

Note: A case is deemed to be before the Staff Disciplinary Committee after 8.1.5 (a) (iv) above.

(e) 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 accused 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.

(f) Open Interrogation
Open interrogation can be allowed by the Committee, if found necessary.

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

8.1.7: 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 giving information to the University Community in respect of cases that demand such publicity.

**Note:** Any member of the University Community who may desire information regarding the decisions of the Committee on any disciplinary matter can request such information from the Secretary to the Committee. The release of such information shall be only at the discretion of the Vice-Chancellor.

8.1.8: **Monthly Meeting**

The Committee shall meet every month and the dates of the meeting shall be statutory without prejudice, of course, to emergency meetings being held, if and when occasions demand.

8.1.9: **Gradation of Discipline**

The Committee’s disciplinary measures shall be based on the following rank order with (i) as the mildest and (vi) as the most severe, and shall be applied according to the nature and the gravity of the offence and the offender’s previous record:

(i) Serious reprimand (in writing);

(ii) Specified 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

(iii) Suspension for a specified period;

(iv) Forced resignation (non-compliance with this option leads to (v).

(v) Termination of appointment/contract. (Applicable when resignation is not considered adequate punishment).

(vi) Demotion and termination, where termination alone is not considered adequate punishment.

(vii) Dismissal (applicable in case of gross misconduct including conviction by a court of law); this shall follow the processes laid down in the University of Ibadan Act.

8.2.0: **Interdiction:**
(a) When an employee has been charged with a criminal offence, whether or not connected with the University, the Registrar may interdict him from his duties forthwith;  
(b) Formal notice of interdiction shall be given to the employee concerned in writing. The notice shall state the date from which the interdiction takes effect, and the reasons for such interdiction;  
(c) Where an employee has been interdicted, he shall be entitled to receive one half of his salary;  
(d) An employee who is under interdiction shall be required to hand over any property of the University in his charge to such person as the Head of Department shall order and he shall be forbidden to carry on his duties and to visit his place of work except with the express permission of the Registrar;  
(e) Where an employee under interdiction is found not guilty of all charges, he shall be reinstated and shall receive the balance of his salary for the whole period of his interdiction. Council may, however, review the circumstances of the cases with a view to determining the desirability of his continuation in the serve of the University. If it is found undesirable that he should continue in the service of the University, his appointment may be terminated forthwith from the service of the University. Such a notice shall be given on any date of the month and shall be calculated from the date on which the notice is given to the numerically corresponding day in the following month, less one day.

8.2.1: Suspension

Whenever, in the opinion of a Head of Department, misconduct which is of such a nature as not to warrant dismissal has been committed by an employee, the Head of Department concerned may recommend to the Registrar that the employee be suspended for a specific period.  
(a) Whenever in the opinion of the Registrar, a prima facie case of misconduct has been made against an employee and it is necessary to investigate the matter further with a view to determining the guilt or the appropriate disciplinary action, the employee may be suspended pending the determination of his case. Thereafter, the matter shall be referred to the Staff Disciplinary Committee.  
(b) When an employee has been suspended, he shall thereupon be forbidden to carry on his duties and to visit his place of work except with the express permission of the Registrar. He may also be called upon to hand over any uniform, Account Books and Records, and any other property of the University in his charge to such other employee as the Head of Department shall order, and he shall not be deprived of his salary for that period.  
(c) The Registrar shall convey notice of suspension to the employee concerned in writing.
9.0: ACCOMMODATION

9.1: Housing Allocating Committee
There shall be a Housing Allocating Committee to deal with senior staff accommodation matters.

9.1.1: Membership
Chairman (appointed by Council)
The Registrar
The Librarian
The Director of Works
The Director of Health Service
Two Council Representatives
One Representative of Senate
One Representative of Congregation
One Representative each from the recognized Trade Unions
Secretary – Estate Officer

9.1.2: Mode of Allocation
(a) Allocation is based on a point system, carefully worked out to reflect rank, size of family, length of service and entitlement to University quarter, depending on the contract of appointment of the staff. The following housing will normally be regarded as adequate:

<table>
<thead>
<tr>
<th>Family Status</th>
<th>Type of Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>Chalet/Flatlet/Hall Flat</td>
</tr>
<tr>
<td>Single with children</td>
<td>2 Bed Flat</td>
</tr>
<tr>
<td>Married without children</td>
<td>2 Bed Flat/Chalet</td>
</tr>
<tr>
<td>Married with 1 or 2 children</td>
<td>2 Bed Flat</td>
</tr>
<tr>
<td>Married with 3 or more children</td>
<td>House or 3 Bed Flat</td>
</tr>
</tbody>
</table>

(b) A family in which one or both of the spouses are employed by the University is not eligible to double entitlements, in relation to housing.

(c) In cases where both spouses are each in a position to claim a right or privilege, only one of them can make a claim and the decision as to which one shall make the claim is to be made by the family unit concerned and the Registrar informed of the decision.

(d) Where a husband and his wife are both employees of the University, their housing entitlement shall not be regarded as a joint entitlement, but shall be assessed according to the points qualification of one or other of the spouses.

When the spouse in respect of whom the allocation has been made leaves the service of the University, that allocation shall be deemed to have lapsed, and the spouse remaining in the service of the University
shall have his or her housing entitlement assessed according to his or her points qualification and shall be allocated suitable accommodation on that basis. If necessary, a reasonable time shall be allowed for change of accommodation.

9.1.3: Change of Accommodation

(i) Members of staff wishing to change accommodation may complete an application form obtainable from the Estate Office. A list of applicants in order of ‘merit’ on the basis of points scored, is kept up to date and presented to the Staff Housing Committee at its meetings which are normally held monthly. When quarters such as are applied for are available, every applicant’s claim is considered on its merits and all unsuccessful applications are carried over to the next meeting.

(ii) The Staff Housing Committee first inspects the house/flat of a member of staff who is about to be considered for a change of accommodation. If the house/flat or furniture is found to be in a bad state and there is need for redecoration within four years from the date of the last decoration by the University, no allocation will be made to the occupant and his name will be struck off the list of applicants for change of accommodation for one year, after which he can reapply.

(iii) A chart is displayed in the Estate Office showing the up-to-date staff housing position. This is a useful guide to those who may wish to know which quarters are becoming vacant. The current list of applications for change of accommodation is also displayed in the same office.

(iv) Members of staff for whom change of accommodation has been granted shall be required to take occupation of the new allocation within two weeks of the date of allocation. Any member of staff who fails to comply with the above shall have the new allocation revoked or shall be surcharged economic rent, (as may be determined from time to time by the University) where he holds to the keys of both old and new allocations.

(v) Where a member of staff applies for a change of accommodation and accepts an allocation based on his application, an application for a further change will not, in normal circumstances, be considered within the next two years.

9.1.4: Prohibition of Sub-letting

Members of staff are not permitted under any circumstances, to sublet University houses/flats. Any staff who commits this offence shall be reported to the Staff Disciplinary Committee for appropriate sanctions. A member of staff going on leave for not more than a year may make his house/flat available for temporary allocation by the Staff Housing Committee. In such cases, the occupant may lock his own possessions in one room. During the time that a leave house/flat is allocated temporarily by the Staff Housing
Committee, the permanent occupant pays no rent. A house/flat intended as a ‘leave house/flat’ must first of all be inspected and certified by the Director of Works as suitable for temporary occupation, unless it is considered due for redecoration. If a house/flat or furniture is found to be in a bad state and there is need for redecoration by the University, the cost of redecoration and of repairs of any damaged furniture will be charged to the account of the occupant, if he does not agree to this condition, the house will not be taken as a ‘leave house’ and full rent shall be paid by him.

9.1.5: **Swapping of Houses/Flats**
Members of staff are not permitted under any circumstances to swap houses or flats. The Staff Housing Committee must approve any change of accommodation and any handing over of keys must be made to the Director of Works.

9.2.0: **Vacation of Quarters**

9.2.1: **Retiring Staff**
(i) Staff retiring from the University shall normally be expected to leave University quarters, if they are occupying any, not later than THREE MONTHS after their retirement has taken effect or within ONE MONTH of the terminal benefits being paid.
(ii) Any retiring staff who stays in quarters beyond the stipulated period shall be legally ejected and he/she will be charged 150% of the going rate for the period of the illegal occupation. (Economic rates will be determined from time to time by the Housing Allocating Committee).

9.2.2: **Dismissal, Lapsed and Terminated Appointments**
Staff who are dismissed or whose appointments are terminated shall not be covered by the preceding rules, but shall be subjected to the stipulated conditions in the letter given to him/her by the University Authorities, with a quit notice of one month only.

9.2.3: **Prolonged Absence/Study Leave Without Pay**
(i) Any staff on study leave without pay must make suitable arrangement for paying his/her rent as at when due. Defaulters shall be legally ejected.
(ii) No staff who is away from the University for whatever reason shall keep his/her house/flat indefinitely. After a maximum period of THREE years, the house shall revert to the Housing Allocating Committee for fresh allocation. Where an allottee is uncooperative, the place shall legally be repossessed.

9.2.4: **Resignation**
A member of staff who resigns from the University must vacate his quarters not later than the day on which his contract expires. Occupancy beyond the date of expiration of contract shall attract 150% of the going rate. In special circumstances the Vice-Chancellor on the advice of the Housing Allocating Committee may approve an extension of occupancy for a period not exceeding three months.

9.2.5: **Transfer of Unoccupied Accommodation**
Houses are allocated to members of staff on the understanding that they wish to reside there. Any staff-tenant who refuses to take up his/her accommodation or decides to leave the place physically unoccupied or transfers the same to a person(s) unapproved by the Housing Allocating Committee shall have the allocation revoked, and the place shall be legally repossessed by the University.

9.2.6: **Widows and Widowers**
Widows and widowers of members of staff who die in service shall expectedly be given courtesy and assistance in bearing their grief. They will however not be permitted to remain in University quarters after one year of the death of their spouses.

**Note**
Staff who reside on campus are expected to keep their surroundings clean at all times. Those who live in blocks of flats should arrive at an agreement on how this should be done for their blocks. No one may exempt himself/herself from joining others in arriving at a consensus on cleaning their block.

9.3.0: **Rules Governing Allocation**
The Staff Housing Committee makes firm allocations. In cases of emergency, the Chairman is empowered to make executive allocations temporarily, subject to ratification by the Committee at its next meeting.

9.3.1: Allocations made by the Staff Housing Committee are governed by the following rules:
(i) The name of any member of staff who is found to have given false information adjudged to have misled the Committee will be struck off the list of applicants for housing for two years.
(ii) A tie in points will be resolved by elimination on the basis of the following factors in the order shown below:
   (1) If the house being considered has a study, preference will be given to academic staff.
   (2) Rank, being a broad reflection of salary, preference shall be given to applicant of highest rank.
(3) Need for moving preference is given to the applicant who has the
greatest need for moving i.e. the applicant who is currently least
comfortably housed
(4) Number of children: preference is given to the applicant with the
highest number of children.
(5) Length of service: preference is given to the applicant with longest
continuous service.
(6) Length of occupancy of present quarters: preference is given to the
applicant with the longest stay in his present quarters.
(ii) Members of staff to whom houses/flats have been allocated should
take up occupation within two weeks. Any redecoration or repairs still
needed will be carried out after occupation.
(iii) Any refusal of an allocation, which meets the stated requirements of an
applicant’s first choice, precludes any other application from him for
one year.
(iv) Any rejection of an allocation after a member of staff had initially
accepted it precludes any other application from him for two years.
(v) A staff to whom a house/flat is allocated shall be required to enter into
an agreement with the University.

9.3.2: Executive allocations are governed by the following rules:
(i) Allocations must be limited to two bed flats, flatlets, and chalets.
(ii) The list of applicants for houses or flats should be considered before
any allocation is made, and the system of allocation currently adopted
by the Committee should be followed.

9.3.3: Houses for Principal Officers
Specific houses earmarked for the following principal officers:
- Deputy Vice-Chancellor(s)
- Registrar
- Bursar
- Librarian
shall not be allocated to any other person by the Staff Housing Committee.

Where such houses are vacant, they shall revert to the Vice-Chancellor’s pool
until the designated Officer occupies them.

9.4: Enquiries
The Secretary of the Committee will be available for consultation during office
hours. Routine enquiries regarding the availability of housing may be made at
the Estate Office.

9.5.0: Housing Allowance
(a) A member of staff living in his/her own house outside the campus shall be eligible for housing allowance, as appropriate.
(b) Members of staff who take loans from the University to build their own houses shall also qualify for the allowance.
(c) Where a member of staff and his spouse are both staff of the University, both of them shall be entitled to housing allowance.
(d) Similarly, where both spouses are staff of the University and one of them has received a campus allocation, in accordance with 9.1.2 (c) only one of them shall be entitled to housing allowance.

9.6.0: **Rate**
The rate of housing allowance payable shall be as may be determined from time to time by the government’s prevailing regulation.

9.7.0: **University Staff Housing Loan Scheme**
(a) The amount to be granted as housing loan in each case shall be determined by the University Housing Loan Committee or as may be determined from time to time by the prevailing regulation.
(b) Every loan shall be repaid by equal monthly installments within a period not exceeding 30 years or as may be determined from time to time.
(c) Only pensionable staff shall be eligible for housing loan.

10.0: **VACATION/ANNUAL LEAVE**
10.1: **Vacation/Annual Leave for Academic Staff**
(a) Members of the academic staff are free to take their leave during the long vacation or at any other time during the year as may be convenient for the Department; provided that any leave not taken by 31st January of the following year without approval of appropriate authority as provided in 10.1.v shall be deemed forfeited;
(b) For leave purposes, the long vacation shall be deemed to last for fifty-six (56) working days for every member of the teaching staff. This is inclusive of the research leave;
(c) Deans of Faculties and Heads of Departments/Units may, where necessary, be allowed for the duration of their term, to take their annual leave at the convenience of their faculties or departments/units during the year;
(d) The College of Medicine and the Faculty of Veterinary Medicine shall work out their programmes in such a way that every member of staff will take his/her leave during the year, but with adequate provisions for clinical services;
(e) Deferment of leave till retirement shall normally not be allowed, but on the recommendation of the Head of the Department, short-term postponements could be considered by the Vice-Chancellor.
10.2: **Vacation/Annual Leave for Non-Teaching Staff**
Members of the non-teaching staff on HATISS 6 and above shall take their annual leave at the discretion of their Heads of Departments and upon the authorization of the Registrar. The duration of the leave shall be 42 working days or as may be approved by the University Council.

10.3: **Pro-Rata Leave**
Leave in the first year of regular appointment shall be pro-rata for six months or over, if taken during the calendar year within which the date of taking up duty falls. Service of less than six months within the first calendar year of appointment and year of return from sabbatical leave/study leave or leave of absence shall not quality for leave. The same rule shall apply during the last year of service.

10.4: **Deferment of Leave**
Leave or any part thereof shall not be carried forward from one calendar year to the next, otherwise it shall be forfeited. In exceptional circumstances, and where exigencies of service demand that a member of staff cannot proceed on annual leave during the leave year, an application for short-term postponement of the leave may be considered by the Vice-Chancellor, upon the recommendation of the Head of Department concerned. All accumulated leave shall be taken before retirement age. Any leave not taken as at the effective date of retirement shall be deemed forfeited.

10.5: **Leave for Temporary Staff**
Leave for temporary staff shall be defined in their terms of appointment.

10.6: **Annual Leave Year**
The leave year runs from January to January. All staff shall commence their annual leave not later than the month of December of the calendar year in which the leave falls due, provided that the full leave entitlement of a staff is exhausted before 31st January of the following calendar year to avoid forfeiture of the leave.

10.7: **OTHER LEAVES**

10.8: **Absence Outside the Leave Period**
All Principal Officers, Provosts/Deans of Faculties and Directors of Institutes shall seek the Vice-Chancellor’s approval in writing whenever they have good reasons to be absent from the University for periods exceeding 3 days. However, upon the authority of Provost/Dean (as delegated by the Vice-Chancellor), academic staff may be granted leave to be away from the University, on good grounds, for a period not exceeding one month in a year. Any absence of more than one month shall be referred to the Vice-Chancellor.
10.7.2: **Maternity Leave**

All member officers who are pregnant are entitled to 12 weeks maternity leave with full pay. The annual leave for that year will, however, be regarded as part of the maternity leave. Where the annual leave has already been enjoyed during that leave year, the part of the maternity leave equivalent to the annual leave shall be without pay.

10.7.3: **Sick Leave**

(i) A member of staff not being on leave of absence, who is absent from duty on the ground of ill-health, shall be regarded as absent on sick leave, provided such absence is covered by a sick report from a Government Medical Officer duly certified by the Director, University Health Service.

(ii) A member of staff on vacation leave, who is prevented from resuming duty at the expiration of his/her authorized leave by reason of ill-health duly certified by a Government Medical Officer and the Director of Health Service may be granted an extension of leave.

(iii) The maximum aggregate sick leave that can be allowed a member of staff, who is not hospitalized, during any period of twelve months shall be six weeks. Where such a member of staff has been absent from duty on the ground of ill health for an aggregate period in excess of six weeks within 12 calendar months, he/she should be made to appear before a Medical Board to ascertain whether he should be invalided from the University service. Any period of absence on the ground of ill health, in excess of the prescribed aggregate period, shall be without pay and will be reckoned for purpose of increment or pension.

(iv) 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 permanently invalided.

(v) A member of staff who is recommended by a Medical Board to be permanently invalided will forthwith commence terminal leave, if any, prior to retirement in accordance with the Pension Law.

10.7.4: **Hospitalization**

A hospitalized member of staff may be allowed six calendar months with full pay in the first instance, subject to extension for another six months. Thereafter, arrangements should be made for him/her to appear before a medical board that shall determine if he/she should be invalided from the service or be allowed further sick leave.

11.0: An application for leave of absence shall not normally be granted in order to enable the applicant take up an academic appointment elsewhere. Leave of absence may, however, be granted for one year in the first instance to
members of academic staff invited to develop new programme in Nigerian Universities. A further extension of not more than one year may be considered thereafter. A member of staff taking a full year’s leave of absence shall not be entitled to increment in respect of the year concerned, except in a case where the work undertaken during the leave of absence is considered to be of benefit to the department concerned.

Leave of absence can only be granted on the recommendation of the Head of Department to the approving authority.

**Note:**
A member of staff who takes advantage of these rules shall be deemed to have surrendered his/her contractual right to annual leave for that year and all consequently have no contractual right to the benefits conferred by these regulations, for instance, study leave, superannuation, pension, etc.

**12.0: Sabbatical Leave/Study Leave**

**12.1: Sabbatical Leave for Academic Staff**

(i) A candidate requesting for sabbatical leave must have accumulated a minimum of twelve (12) semesters from the date of first appointment or of return from a previous study leave or sabbatical leave as may be applicable.

(ii) There must be a letter from Overseas host institution requiring the services of the candidate.

(iii) A department shall not release more than two candidates for sabbatical leave/leave of absence in any year.

(iv) An overseas sabbatical leave shall normally attract more funds than the local sabbatical leave in lieu of passages.

**12.2: Study Leave for Academic Staff**

(i) Members of the staff engaged in teaching or research may apply for study leave, leave of absence after six semesters (3 years) of service.

(ii) Application for study leave shall be sent through the Head of Department, the Dean of the Faculty and the Provost of the College, to the Registrar for consideration by the Appointments and Promotions Committee. All applications for non-professorial candidate shall be determined at College level. A statement outlining the programme and specifying the place of study must accompany the application. A letter of acceptance from the place of study must be attached to the application or produced as soon as possible after approval, provided that the leave shall be forfeited, if by the 1st Day of December, no letter is produced.

(iii) Study leave will not necessarily be granted to every applicant who has completed six semesters (3 years) of service. Before any application
can be considered, evidence shall be afforded the Committee that the applicant can be spared from his duties and that no additional expenses will be incurred by the University, if leave is granted, except that in the case of a Nigerian member of staff the full cost of transport shall be paid by the University as University finance may permit.

(iv) For the purpose of these regulations, study leave with salary is defined as a period of not less than one semester for research or other recognized academic purposes.

(v) For the purpose of these regulations ‘a term of service’ means any of the period into which the academic year is divided and in which an applicant for study leave has fulfilled the duties of his office including residence required, provided that if an applicant has been on leave on account of illness or other sufficient cause for part of the period, the Committee shall in its discretion decide whether or not that period shall be reckoned as a term of service.

(vi) Not more than one period of study leave may be granted in respect of previous service, notwithstanding that the service may exceed six semesters after the first appointment or after a period of study leave has been taken. Service for the purpose of study leave shall be reckoned either from the date of appointment in the case of a first application for study leave or from the date of resumption of duty after the last study leave or in-service training of at least one semester, in the case of any subsequent applications. Study leave cannot be accumulated.

(vii) Notwithstanding paragraph (vi), study leave for, at most, one year may be granted to a member of staff in respect of a continuous service of at least twelve semesters (6 years) during which no study leave has been taken or study leave for at most, two semesters (1 year) for twelve semesters (6 years) of a continuous service, provided that in either case the Head of Department concerned, so recommends.

(viii) Exceptional cases, when study leave for more than one semester is required or is required after less than six semesters (3 years) of service or involves the University in additional expenditure either directly or indirectly, may be considered by the Committee and each such case shall be decided on its merit but where financial aid from the University is necessary, the decision to grant leave shall require the further approval of the Council.

(ix) Deferment of study leave shall not be allowed. Nevertheless any leave not taken by the end of the first semester shall be forfeited and staff concerned shall reapply.

(x) A Head of Department wishing to take study leave should apply to the Vice-Chancellor through the Provost of the College or the Dean of the Faculty, outlining clearly any arrangements he/she has made for the proper running of the Department while he/she is away. The Vice-
Chancellor would then forward such an application to the Committee for consideration after satisfying himself of these arrangements.

(xi) A Nigerian member of staff shall forfeit his leave allowance at the end of the academic year during which he has taken an overseas study leave with passages paid by the University.

12.3: Sabbatical/Study Leave (Non-Teaching Staff)

(i) For the purpose of these regulations:

‘an officer’ means a member of the non-teaching staff on HATISS 06 and above.

‘Committee’ means the Appointments and Promotions Committee for Senior Staff (Non-Teaching).

‘additional expenditure’ means any expenditure to be incurred by the University in excess of the Officer’s salaries, allowances and passages.

(ii) Sabbatical Leave for Non-Teaching Staff

(a) Members of the non-teaching staff engaged in administrative activities may apply for study leave, leave of absence after twelve semesters (6 years) of service.

(b) Application for sabbatical leave shall be sent through the Head of Department/Unit/Division, the Dean of the Faculty and the Provost of the College, to the Registrar for consideration by the Appointments and Promotions Committee. A statement outlining the programme and specifying the place of study must accompany the application. A letter of acceptance from the place of study must be attached to the application or produced as soon as possible after approval, provided that the leave shall be forfeited, if by the 1st Day of December, no letter is produced.

(c) Sabbatical leave will not necessarily be granted to every applicant who has completed twelve semesters (6 years) of service. Before any application can be considered, evidence shall be afforded the Committee that the applicant can be spared from his duties and that no additional expenses will be incurred by the University, if leave is granted; except that in the case of a Nigerian member of staff the full cost of transport may be paid by the University as University finance may permit.

(d) For the purpose of these regulations ‘a term of service’ means any of the period into which the academic year is divided and in which an applicant for study leave has fulfilled the duties of his office including residence required, provided that if an applicant has been
on leave on account of illness or other sufficient cause for part of the period, the Committee shall in its discretion decide whether or not that period shall be reckoned as a term of service.

(e) Not more than one period of study/sabbatical leave may be granted in respect of previous service, notwithstanding that the service may exceed twelve semesters (6 years) after the first appointment or after a period of study leave has been taken. Service for the purpose of study/sabbatical leave shall be reckoned either from the date of appointment in the case of a first application for study leave or from the date of resumption of duty after the last study leave or in-service training of at least one semester, in the case of any subsequent applications. Study/sabbatical leave cannot be accumulated.

(f) Notwithstanding paragraph (f), study leave for, at most, one year may be granted to a semester of staff in respect of a continuous service of at least twelve semesters (6 years) during which no study leave has been taken provided that the Head of Department concerned, so recommends.

(g) Exceptional cases, when study leave for more than one semester is required or is required after less than twelve semesters (6 years) of service or involves the University in additional expenditure either directly or indirectly, may be considered by the Committee and each such case shall be decided on its merit but where financial aid from the University is necessary, the decision to grant leave shall require that the staff be bonded.

(h) Deferment of study/sabbatical leave shall not be allowed. Nevertheless any study leave not taken by the end of the first semester shall be forfeited and staff concerned shall reapply.

(i) A Nigerian member of staff shall forfeit his/her leave allowance at the end of the academic year during which he has taken an overseas study leave with passages paid be the University.

(iii) An officer may in accordance with these rules, be considered for sabbatical leave of one year after twelve semesters (6 years) of service provided that if an applicant has been on leave on account of illness or other sufficient cause for part of a year, the Committee may, in its discretion, decide whether or not that year shall be reckoned as a year of service.

(iv) Recommendation for sabbatical leave shall be submitted by the appropriate Head of Department to the Registrar for consideration by the Committee. A statement outlining the proposed programme of work or study visit must accompany the recommendation. Applications from College Staff shall be determined at College Level.
(v) Study Leave with full pay may be granted to an officer for a period of six months after a service of 5 years or as may be determined from time to time for the purpose of:
   (a) visits to other Universities or institutions to acquaint himself with their administrative methods and techniques, and/or
   (b) undertaking some work in or outside the University, with a view to improving the officer’s competence.

12.4: Regulations Governing Leave of Absence and Supplementation (Non-Teaching Staff)

There are two categories of leave of absence (without pay):
(a) Leave of absence granted staff in order to take up public/national appointment.
(b) Leave of absence granted staff to pursue academic/professional courses (but not a basic course, e.g. OND, HND, First degree).

Note: Periods spent on study leave, study fellowships, sick leave or leave of absence shall not be leave-earning. A study Fellowship lasting more than one year will be considered to use up any leave earned but not taken before the Fellowship began.

12.5: Resignation During Sabbatical/Study Leave/Leave of Absence

(i) Members of staff may resign their appointments, withdraw, retire from the service of the University or seek transfer of service during their approved sabbatical leave or study leave or leave of absence, provided that:
   (a) In the case of a Professor, he/she shall give six months’ notice terminating on 30 September any year or in the alternative where the notice is inadequate or comes after 30 September but not later than 15 October he/she shall pay to the University six months’ salary in lieu of notice;
   (b) In the case of a Reader and grade below, he/she shall give three months’ notice terminating on 30 September any year or in the alternative, where the notice is inadequate or comes after 30 September, but not later than 15 October, he/she pays to the University three months’ salary in lieu of notice.
   (c) In the case of senior non-teaching staff, the member of staff concerned shall give three months’ notice to pay to the University, three months’ salary in lieu of notice.

(ii) Members of academic staff who fail to comply with the provisions in 12.5 (i) (a) – (c) above, who subsequently resign their appointments, retire from the University service or move to other bodies in or outside the country, shall not only be dismissed from the service of the University, but may in addition be liable to legal action.
Members of staff who fail to return to duty at the expiration of their approved sabbatical leave or study leave/leave of absence shall have their appointments lapsed.

12.6: Secondment (Academic Staff)
Secondment shall only be approved for staff for appointments as for appointment as Vice-Chancellorship and Chief Medical Directorship. The donor and the beneficiary institutions shall duly negotiate such secondment.

12.7: Contact Address
Any staff leaving the University for whatever reason must leave his/her current contact address in his/her department at any given point in time and should be forwarded to the Establishment Office by the Head of Department. Also any change of address should be indicated.

13.0: PASSAGES
The passages entitlement of a senior member of staff recruited overseas shall be on appointment and at the end of the appointment.

13.1: By Air
200 kilos Air-Freight unaccompanied for single parents paid against valid document only.

300 kilos Air-Freight unaccompanied for married couples with not more than four (4) children.

13.2: By Sea
60 cubic feet for single parents or 100 cubic feet for married couples with children up to a maximum of four (4).

A staff can claim under one category only subject always to the production of vouchers in respect of:

(a) his journey to Nigeria from his place of engagement on first appointment; and

(b) his departure from Nigeria to his place of domicile on his retirement or resignation or termination in accordance with his contract; provided that where a member of the senior staff resigns while on overseas leave, he shall not ordinarily be entitled to passages for himself, his wife or his children to return to Nigeria except at the discretion of the Vice-Chancellor, subject to report to Council, unless the Vice-Chancellor agrees that there is due cause for the extra expenses. Baggage does not include a motor vehicle.
A member of staff resigning within one month of return from overseas leave and giving only three months’ notice may not be eligible for repatriation of himself and family unless due cause can be shown for the extra expenses incurred by the University.

13.3: **Vacation/Leave Allowance**
Vacation leave allowance shall be paid to expatriates as applicable to Nigerians. Leave allowance cannot be accumulated or deferred.

13.4: **Overseas Passages for Sabbatical Leave/Study Leave**
A Nigerian member of the academic and non academic staff shall be entitled to economy class air passage for self, his wife and up to four children, under age eighteen for the purpose of overseas Sabbatical Leave/Study Leave, subject to the approval of Senate and availability of fund and as may be approved by Council from time to time.

**Note**
Economy class is for everybody, while business class is for officials on university official assignment. Officials are to be determined by the Vice-Chancellor.

13.5: **Leave Passages on Special Grounds**
(a) A member of staff or his spouse normally entitled to free passage who, on medical grounds of obvious urgency, requires passage to overseas other than on normal leave shall have such return passage paid. No other leave passages shall be claimed in respect of the same session or calendar year by the member of staff.
(b) Free passage to overseas on medical grounds cannot be granted without the authority of the Vice-Chancellor on the recommendation of the Board of Health.

13.6: **Passages for Official University Business**
Passages on University business can be authorized by the Vice-Chancellor on behalf of Council. There is no family or baggage allowance entitlement. Fares while on University business in overseas countries shall be on economy class only, except the Principal Officers, Professors and staff of equivalent grade, who shall be in business class.

13.6.1: **Medical Insurance**
All University staff going abroad on approved trips are advised to take medical insurance policy where such policy exists. The University will reimburse the cost of premium paid for an amount not exceeding one thousand dollars. The limit shall be determined by Council from time to time. Further information on this can be obtained from the Director, University Health Service.
13.7: **Passage for an Expatriate Woman Married to a Nigerian**
An expatriate woman married to a Nigerian has the same contractual rights, obligations, and privileges as are applicable to a Nigerian member of staff. The husband’s country of domicile is, for purposes of passage regulations, also the wife’s home. Consequently, an expatriate woman who marries a Nigerian shall not be entitled to overseas leave passage at the expense of the University, except by virtue of the husband’s contract.

13.8: **Passage for an Expatriate Woman Married to a Nigerian (appointed since 1981)**
Until 1981, the University had been treating non-Nigerian women members of staff married to Nigerians as Nigerian in accordance with Section 13.7 above. However, by a Federal Ministry of Establishments’ circular dated 9 March, 1979, adopted by the University in 1981, the Federal Government stated that the arrangement is discriminatory and decided that with effect from 1 April, 1979 all non-Nigerian women who are professionally, academically or technically qualified are eligible for contract terms of employment in respect of posts graded on HATISS 07 and above, and they shall accordingly be entitled to payment of contract addition irrespective of whether the non-Nigerian woman is married to a Nigerian or not. Hence such female members are entitled to passage to their places of domicile as set out in their contracts. (Applicable since October 1981).

14.0: **ADVANCES**

14.1: **Salary Advance**
(a) **On First Appointment**
An advance on account of salary may be approved by the Vice-Chancellor to a member of staff only on first appointment. Such an advance shall not exceed one month’s salary and shall be refunded in not more than three consecutive monthly installments deducted from salary, the first installment to be made in the month following the month in which the advance is granted.

(b) **Touring/Purchase Advances**
Advances for the purchasing or refurbishing of bicycles, motor cycles and cars shall be as may be prescribed by the prevailing regulations.

(c) **Other Advances**
In deserving cases, the Bursar may recommend to the Vice-Chancellor the approval of personal advances to staff.

**Note:**
(1) The value of such advances shall ordinarily not exceed one month salary, except where the Vice-Chancellor’s approval has been sought and obtained through the Bursar.

(2) The terms of repayment shall be as advised/recommended by the Bursar.
15.0: ALLOWANCES
15.1: Allowances for Duty Posts
Allowances for the following posts shall be as may be determined from time to time.
- Vice-Chancellor
- Deputy Vice-Chancellors
- Provosts
- Deputy Provosts
- Directors of Institutes
- Registrar
- Bursar
- Librarian
- Deans of Faculties
- Heads of Departments
- Masters/Mistresses of Halls of Residence
- Wardens of Halls of Residence
- Assistant Wardens
- Sub-Deans of Faculties.

15.2: Acting Allowances
15.2.1: Acting Appointments and Allowances in the University
Regulations in respect of acting appointments and allowances shall be as follows:
(a) An Acting Head of a Department in the University who holds the post for at least four weeks shall be paid an acting allowance at the approved rate subject to written approval by the Vice-Chancellor;
(b) A non-teaching staff who is called upon to assume the responsibility of a headship of a Department, during the temporary absence from duty of the substantive Head of Department or while the position remains vacant, shall be paid the acting allowance in accordance with the prevailing regulations. Such an appointment shall be conveyed.

15.3: Responsibility Allowance for Non-Teaching Members of Staff
(a) Non-teaching members of staff who are called upon to take the full responsibilities of the next higher post shall be paid the next incremental step on his/her salary grade.
(b) Before an acting appointment commences, a Head of Department must seek prior approval of the Vice-Chancellor in writing.
(c) No acting allowance shall be paid to a person taking charge of a sub-department in the absence of the person usually in charge or during a vacancy in the senior post. Generally, no acting allowance will be payable if the period of acting appointment does not extend beyond 28 continuous days.
15.4: **Teaching, Research and other Allowances**  
Payment shall be made at the current approved rates.

15.5: **Kilometre Allowance**  
Payment shall be made in accordance with prevailing regulations.

15.6: **Rent/Housing Allowance**  
(a) Members of staff occupying any standard type University quarters, shall pay rents at the rate(s) prevailing from time to time.  
(b) Housing Allowance shall be as may be prescribed from time to time by prevailing regulations.

15.7: **Subsistence Allowance**  
The prevailing Government regulation shall apply.

15.8: **Estacode Rates**  
(a) **Overseas Night Allowance**  
Current regulations shall apply.  
(b) **Overseas subsistence or Incidental Allowance**  
Current regulations shall apply.  
(c) **Allowance for Training Courses Overseas**  
Current regulations shall apply.  
(d) **Overnight Rates for Local Travel**  
Current regulations shall apply.

16.0: **OTHER WELFARE MATTERS**

16.1: **Superannuation**  
Federated Superannuation System for Universities (FSSU) Contributory Pension Scheme.  
Details of this can be obtained from the Bursar:  
(i) On normal retirement (i.e. age 65 or as may be prescribed, a gratuity of one month’s terminal salary in respect of each year of service at Ibadan up to a maximum of twelve months shall be paid in addition to F.S.S.U.  
(ii) In the case of premature retirement due to ill-health, Council shall consider each case **ad personam**.  
(iii) In case of resignation where the person is aged 45 or over, and has given a minimum of ten years’ service to the University, a gratuity of one month’s terminal salary for each completed year of service up to a maximum of twelve months, shall be paid.

16.2: **Pension**
The University operates for its Nigerian staff, the Federal Public Service pension benefits as set out in the Pensions Act and the Establishments’ circulars on it or by the University Governing Council.

16.3: **Medical Care**
A member of staff is provided with free medical attention whilst in Nigeria. These facilities shall be extended to the immediate family i.e. spouse and children up to a maximum of four (4) of the member of staff concerned.

16.4: **Overseas Treatment**
Any member of staff or a member of his family shall be entitled to medical treatment overseas provided:

(i) it has been established that appropriate treatment is not available in the country

OR

(ii) illness occurs while abroad on University approved trip such as attendance at conference, study leave, training course, sabbatical leave, etc.

16.4.1: **Procedure**

(i) Recommendations must be made by the appropriate specialist from the hospital and by the Board of Health.

(ii) In making recommendation for an overseas treatment, there must be evidence that suitable arrangements have been made with appropriate ‘external’ (overseas) institutions for the care of the patient.

16.4.2: **Approved Expenses**
The University shall be obliged to pay for the following expenses on staff referred for overseas treatment:

(i) Transportation of patient to and from the country where treatment is rendered as recommended by the Board of Health.

(ii) Transportation of medical personnel/escort where indicated by the patient’s condition and so recommended by the specialist/Medical Board.

(iii) Hospital bills, including all forms of prescribed treatment investigation, accommodation and meals for in-patients;

(iv) Cost of prescribed out-patient treatment, drugs and investigations including the prevailing per diem allowance to take care of hotel accommodation, feeding, transportation and other incidental expenses.

16.4.3: **Treatment During “Home Leave”**
To qualify for University reimbursement during ‘home leave’ vacation or in-between contract, expatriate staff must submit before assumption/resumption of duty a record of “prior medical condition” in addition to the usual medical
certificate of fitness. Based on available information from the post-medical record, each application for treatment during vacation shall be treated on its own merit, with a view to ensuring that the interest of both the University and the staff are adequately protected (approved by Council on 12 February, 1983).

16.4.4: Treatment Outside University College Hospital, Ibadan Without Prior Approval
Without prejudice to the foregoing, a member of staff, who in accordance with his contract of service, incurs any expenditure in respect of medical treatment for himself or family outside University College Hospital, Ibadan, may claim a refund of any such expenditure, subject to a maximum of what would have been paid if the person concerned had been treated in the University College Hospital, Ibadan. Any such claim for a refund must be supported by proper receipts.

16.5: Retiring Age
(a) The normal compulsory retiring age shall be as prescribed by the prevailing regulation.
(b) When a member of staff retires after due notice is given at a time other than the end of the session, he may be paid his salary, and if he is not given terminal passage allowances, pro-rata for the leave he earned during the session, provided he had served for more than six months in the year which he/she retires.

16.6: Public Appointments: Academic Staff
Members of staff holding full time teaching, research or administrative posts shall not be permitted to hold more than one paid post in the Public Service of the Federation. All such paid posts shall be subject to the approval of the Work and Payments Committee on behalf of the Council. The Vice-Chancellor may, on behalf of the Work and Payments Committee, give approval in cases of urgent requests for public appointments.

16.6.1: Outside Appointment: Categories of Appointments
(a) The following are the usual categories of outside appointments that are likely to be offered to members of staff of the University:
(i) Appointments requiring expertise in respect of which the appointee is already employed and paid by the University.
(ii) Appointments requiring expertise in respect of which the appointee is not directly employed and paid by the University;
(iii) Appointments which require no special expertise other than ordinary experience and public spirit.
(b) In all cases where the appointment has been offered by any of the Government of the Federation, a public corporation, public utility
company, a local government council, a reputable religious organization or any organization of a Public nature, the member of staff may be permitted to accept the offer if:

(i) In the case of part-time appointment, the amount of time that will be spent by the officer in carrying out the functions of the outside appointment or assignment is not such as will jeopardized the efficient performance of the University duties of the member of staff; and

(ii) the general and obvious effect of the acceptance is not in conflict with the interests of the University as an institution of higher learning.

(c) Procedure for Leave of Absence in Order to Undertake Outside Appointments or Assignments

(i) All applications for permission to take up an outside appointment or assignment should be sent to the Registrar through the Head of the applicant’s Department for the consideration of the Appointments and Promotions Committee. Very urgent cases requiring decision before the next meeting of the Appointments and Promotions Committee shall be referred by the Registrar to the Vice-Chancellor.

(ii) The Vice-Chancellor may, on behalf of the Appointments and Promotions Committee, give approval in cases of urgent requests for public appointments, particularly during the vacation period.

(iii) During semester time, requests for members of staff to serve with either the Federal or State, Local Governments, etc. shall be submitted through the Registrar to the Appointments and Promotions Committee for consideration in the first instance.

(iv) Requests for extension of periods of such leave of absence shall also be considered by the Appointments and Promotions Committee. Each application for extension shall be considered on its merit.

(v) The periods of such leave of absence shall not be counted towards the confirmation of appointment of the individuals concerned, in view of the fact that it would be difficult to assess such persons on the basis of the criteria normally used for confirmation of appointments by the University.

(vi) Such periods of leave of absence shall not normally exceed three years.

(vii) Any member of staff granted leave of absence for a period of one year or longer by the University to serve in the Public Service, shall be required to give up his right to University accommodation after three (3) years of absence.
(d) **Remuneration for Outside Appointment**

The University reserves the right to control acceptance of outside appointment by full-time employee of the University.

(i) The remuneration/honoraria to be allowed to a full time University employee on outside appointment after taxation should be 60% of the total contract value for the individual, 25% to the Department of the member concerned, and 15% to the University; or as may be approved by Council from time to time.

(ii) Payment by the appointing outside authority or body should be made directly to the University Bursary which, in turn, will pay the appointee as appropriate.

(iii) The University’s share and the Department’s share should be tied strictly to scholarly purposes, such as the publications of University Inaugural Lectures.

(iv) **Maximum Number of Outside Appointments**

The maximum number of outside appointments which a member of staff can hold at a time should normally not be more than two.

**N.B.**

It should be noted that there could be no rigid rules in this matter because the nature of Part-time outside appointments vary from one organization to the other. The Vice-Chancellor or the Work and Payments Committee, on behalf of Council, should continue to consider cases on their own merit, relying on the recommendations of the head of department and/or dean of Faculty of the member of staff concerned.

(v) **Mode of Presenting Requests for Outside Appointments**

Requests from members of staff for permission to take up outside appointments must be accompanied by letters of invitation from the appointing body and the recommendations of the Head of Department and/or the Dean of the Faculty of the applicant.

**N.B.** The approved format for presenting requests is obtainable from the Secretary to the Work and Payments Committee, Council Secretariat.

(vi) **Mode of Payment from Outside Appointments**

Transport allowance shall not be considered as part of the remuneration for outside appointment deductible by the University. The outside appointing body should normally specify the allowance it is paying.
16.7: **Leave of Absence on Public Appointment (Non-Teaching Staff)**

16.7.1: **Regulations on Leave of Absence**

(a) The University may grant not more than three years leave of absence to members of staff who seek to take up other full time public appointment. Members of staff who wish to continue such appointments after the three years will be required to transfer their services to their new employers, but they are free to transfer their services back to the University, if they wish to return to the University, subject to vacancies. The above excludes members of staff invited for national, state, Local Government, etc. service as they shall continue to be granted leave of absence for the period of their national assignment.

(b) Leave of absence shall be granted to members of staff for one year only in the first instance for academic/professional pursuits on the recommendation of the respective Head of Department. This may be renewed for a maximum period of three years.

(c) The University may grant leave of absence for one year only on domestic grounds, usually to female members of staff who wish to accompany their husbands proceeding on leave of absence. This may be extended for good reasons up to a maximum period of three years provided such female members of staff do not take up full time appointment in the public service during the period.

(d) Applications for temporary leave of absence of not more than three months shall be considered and approved for officers on HATISS 13 and below by the Registrar. The Vice-Chancellor will continue to deal with such matter for officers on HATISS 14 and above.

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16.8: **Regulations on Condonation of Break in Service and Restoration of Pension Rights under the National Pension Scheme**

16.8.1: **Continuous Public Service**

(a) Service in respect of which an annual allowance or gratuity may be awarded shall be of unbroken period except in cases where the service has been interrupted by temporary suspension of employment not arising from misconduct of the employee or his voluntary resignation. In such cases, broken service will count for purpose of continuity as leave without pay, provided that any break in service which exceeds the aggregate of periods of service which preceded such break shall not count for purpose of continuity.

(b) In the case of members of staff who have worked in some other public services, whether State Public Services or Scheduled Authorities like Universities, the services of such officers shall be continuous provided
there is no break between the end of one public service career and the other.

(c) In the case of service in the Statutory Corporations, if such Corporations are approved Services, then the pension will be proportional according to the length of service in the corporation and in the University, each employing body paying its own share of the entitlement of the officer.

(d) In the case of those who previously taught in Mission, Private or Government Schools, the total service would be regarded as continuous provided there is no break between the end of the teaching service of the pensioner and the University service.

16.8.2: Break in Service

Where there is a break between the end of a teaching career and the beginning of public service career, application must be made to the Establishments Department of the Office of the Head of the Civil Service of the Federation for condonation of such break.

Members of staff are advised to put up necessary applications in respect of merging of previous service or for condonation breaks as the Establishments Department of the Office of the Head of the Civil Service of the Federation has warned that under no circumstances will it entertain application from any officer who has retired from the service before making such an application. Furthermore, applications for condonation of break in service which occurred before 12 February, 1985 are expected to have been submitted for the consideration of the Head of the Civil Service of the Federation before 1 March, 1986.

Future applications for condonation of break in service must be submitted within three years after the officer concerned has returned to the Public Service or the break has occurred, where the office is merging periods of services between organizations in the Public service.

16.8.3: Notes on Condonation

(a) Serving officers are henceforth required to pursue further studies through the grant of study leave or leave of absence (with or without pay) by their employers. Resignation of appointment for this purpose is expected only as a last resort, where it has not been possible to grant any of the leaves indicated above.

Where there has been a break in service, an officer requesting condonation

(i) must have resigned his/her appointment with a view to undertaking some course of study;
(ii) must have served for at least 3 years and may or may not have been confirmed in his/her appointment before resignation;

(iii) must have returned to the service immediately he/she completed his course of study, though any employment undertaken as necessary for post-call experience would be regarded as part of the period of study;

(iv) the period of course of study must be reasonable, taking into consideration factors, such as unsuccessful attempts at examination.

(b) Furthermore, they are also to note that any break in the service cause by resignation from one scheduled or approved service shall be disregarded for pensions purposes if the organization joined by the officer was subsequently declared scheduled, or approved or public service. The condonation of such break is however subject to production of satisfactory evidence that:

(i) the application for transfer was rejected because the organization to which the officer has intended to transfer was neither a scheduled nor an Approved Service.

(ii) the officer was holding a pensionable appointment at the time of his resignation; and

(iii) there was no time lapse between the resignation from previous service and assumption of duty in the new service.

16.9: Transfer of Pension Rights

It is the responsibility of every member of staff to arrange transfer of any previous public service to the University by application to the previous employers in the case of scheduled authorities, and to the Federal Ministry of Establishments in respect of Teaching Service outside Government Schools or Institutions. This is with a view to merging earlier services with University service.

Note:

(i) Serving officers are normally required to be confirmed in their present employment before seeking its transfer to another arm of the public service or scheduled authority;

(ii) Officers who retire or are required to retire from any public service, other than on grounds of ill-health or on abolition of their office and qualified for the award of pensions, shall not be eligible for re-engagement on pensionable terms in any public office in the Federation, but they may be re-engaged on contract or temporary basis.

17.0: Criteria for Awarding Grants from the Staff Development Fund for Non-Teaching Staff
(a) Applications should be made by Departments before the end of the first semester for consideration in the second semester;

(b) Grants from the fund should be made only to non-teaching staff who are already in the service of the University and have been recommended by their departments to acquire competence in new administrative, professional and technical areas;

(c) Grants should normally be used to provide supplementation for staff who could be released by their departments for up to one academic year to pursue studies in an area of interest to the department and the University;

(d) Allocation of grants to departments should be related to departmental projections within the quinquennial plan;

(e) As far as possible, the allocation of grants shall take into account the various needs of the faculties, departments and units, as well as staff dispositions within the departments and units.

(f) Normally, no member of staff shall receive grants from the fund more than once in five (5) years;

(g) Grants should normally cover return passages for the staff member and his family when the duration is up to one academic year, cost of tuition, where applicable, and a fixed maintenance allowance per month according to approved rates. No dependants’ allowance will be paid and maintenance applicable in a particular case will be reduced by the amount of outside assistance which the recipient of the grant may have;

(h) Passages will not be paid in respect of family when the duration is below one academic year;

(i) Members of staff who benefit from Staff Development Fund for purposes of in-service training or otherwise will be bonded to the University.

18.0: **Staff Audit**

(a) Staff audit shall be undertaken from time to time to identify unproductive employees, over-aged personnel, and unqualified hands for appropriate rationalization.

(b) The exercise shall ensure that all staff not on the university payroll are removed.
APPENDICES

Student Evaluation of Lecturers’ Questionnaire

QUESTIONS

1. The lecturer made clear the objective of the course.
   (a) Agree   (b) Neutral   (c) Disagree

2. The course outline was followed and completed during the term.
   (a) Agree   (b) Neutral   (c) Disagree

3. About what percent of the course outline was followed and completed during the term?
   (a) Over 74%   (b) 50 – 74%   (c) Below 35%

4. The instructor seemed well prepared for the class.
   (a) Agree   (b) Neutral   (c) Disagree

5. Opportunity was provided for handling individual student’s problems and questions in class.
   (a) Agree   (b) Neutral   (c) Disagree

6. The instructor is readily accessible to the students outside lecture periods.
   (a) Agree   (b) Neutral   (c) Disagree

7. There was good rapport and student/teacher interaction between the instructor and the students.
   (a) Agree   (b) Neutral   (c) Disagree

8. The instructor explained course material clearly and effectively.
   (a) Agree   (b) Neutral   (c) Disagree

9. The instructor stressed the important material.
   (a) Agree   (b) Neutral   (c) Disagree

10. The instructor’s voice is audible.
    (a) Agree   (b) Neutral   (c) Disagree

11. The instructor writes legibly on the board.
    (a) Agree   (b) Neutral   (c) Disagree

12. The course was
    (a) Difficult   (b) Average   (c) Easy
13. The texts were
   (a) Difficult   (b) Average   (c) Easy

14. The reading materials were
   (a) Difficult   (b) Average   (c) Easy

15. The instructor was able to suggest practical applications of theory where appropriate.
   (a) Agree   (b) Neutral   (c) Disagree

16. Assignments and tests were marked and returned within an appropriate time to benefit students.
   (a) Agree   (b) Neutral   (c) Disagree

17. How much did you benefit from comments on marked assignments and tests?
   (a) Much   (b) Average   (c) Little

18. The system of making for the course seems fair.
   (a) Agree   (b) Neutral   (c) Disagree

19. I learned a great deal in this course.
   (a) Agree   (b) Neutral   (c) Disagree

20. The instructor showed enthusiasm for teaching the course.
   (a) Agree   (b) Neutral   (c) Disagree

21. The instructor encouraged audience participation and encouraged student feedback.
   (a) Agree   (b) Neutral   (c) Disagree

22. Relevant readings from the library, other than the texts, were suggested for the benefit of students during the term.
   (a) Agree   (b) Neutral   (c) Disagree

23. The instructor met all scheduled lectures and tutorials.
   (a) Agree   (b) Neutral   (c) Disagree

24. What percent of work in the course were you asked to do independently?
   (a) 1 – 25%   (b) 26 – 50%   (c) Over 50%

25. The instructor presents the right amount of material for the time allowed.
   (a) Agree   (b) Neutral   (c) Disagree
26. How much effort have you put into this course?
   (a) Much        (b) Average        (c) Some

27. Overall, rate the effectiveness of your instructor.
   (a) Good        (b) Adequate       (c) Poor

28. This is a required course within my field.
   (a) Yes         (b) No

29. My expected grade for the course is:
   (a) A           (b) B+/B           (c) Fail
I hereby acknowledge the receipt of a copy of the Staff Information Handbook, University of Ibadan. Truly, I fully understand that the Handbook sets out the University's Rules and Regulations Governing Conditions of Service of its Senior Staff.