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Rules and Regulations Governing Conditions of Service of Staff

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OUR VISION

The vision of Lumina Open University is to create a globally recognized institution that democratizes education by making it accessible, inclusive, and relevant to the needs of a rapidly evolving world. At the heart of this vision is the belief that education is a fundamental human right and a powerful catalyst for personal and societal transformation.

Lumina Open University strives to eliminate the barriers that have historically restricted access to higher education, providing opportunities for learners from all backgrounds to achieve their fullest potential.

OUR MISSION

The mission of The Lumina Open University (LOU) is rooted in the vision of making higher education accessible to all, regardless of background or circumstances. Founded on principles of openness and inclusivity, the LOU aims to provide learning opportunities that empower individuals to transform their lives through education.

The University's Strategic Objectives:

- ❖ **Access and Inclusivity:** To provide accessible higher education opportunities to individuals worldwide, regardless of their background, location, or prior qualifications.
- ❖ **Flexibility in Learning:** To offer flexible learning pathways through distance education, online resources, and innovative teaching methods that accommodates diverse learner needs and lifestyles.
- ❖ **Educational Excellence:** To uphold high standards of teaching, learning, and assessment, ensuring the quality and relevance of its academic programs and qualifications.
- ❖ **Research and Innovation:** To conduct and promote research that contributes to knowledge creation, addresses societal challenges, and enhances teaching practices and learning outcomes.
- ❖ **Impact and Engagement:** To make a positive impact on individuals, communities, and societies through education, research, and collaboration with stakeholders, fostering lifelong learning and personal development.
- ❖ **Global Reach:** To extend its educational offerings and impact globally, building partnerships and collaborations with institutions, organizations, and learners worldwide.
- ❖ **Social Justice and Equality:** To promote social justice, equality, and inclusion through education, addressing barriers to learning and empowering marginalized or underrepresented groups to achieve their potential.
- ❖ **Continuous Improvement:** To continually innovate and adapt its educational offerings and services in response to changing educational needs, technological advancements, and societal trends, ensuring relevance and effectiveness in its mission to transform lives through education.

Foreword

This edition of the University Staff Information Handbook is first produced for both Senior Staff Handbook, Junior Staff Handbook and Security Staff Code of Conduct in 2025 as approved by the Board of Trustees of the University which reserves the right to waive, alter, add to or cancel any part of the terms and conditions of employment as changing circumstances may demand. The review was meant to address, deepen and adequately capture global developments and practices as expected of a vintage University.

The Handbook is quite succinct in title, content, applications as well as clarity of expression devoid of ambiguity and a bold attempt to correct interpretative errors. It is detailed and more inclusive in terms of the rules and regulations on all matters of human resource administration.

It is re-assuring to note that adequate measures have been taken to be responsive to anticipated future developments which might prompt further review to consistently strengthen the operational scope of the Handbook.

It is pertinent to remind all staff that, ignorance of the content or changes will not be a tenable excuse. It is therefore imperative that members of staff should endeavour to regularly familiarise themselves with, seek counsel as appropriate, and be current on the various provisions guiding their operations, relationships, responsibilities, rights, privileges and expectations.

It is expedient to relax frayed nerves that the regulations contained herein are not promulgated to destroy, but rather to engender peaceful coexistence and accelerated development, for the good of the establishment and stakeholders.

This University Staff Information Handbook remains the sole property of the Lumina Open University. It must be surrendered to the Establishments Division whenever a member of Staff is leaving the services of the University.

Best wishes.

Funmilayo Abosede Olowu
Ag. Registrar

INTRODUCTION

This Handbook contains vital information about the conditions of service of the Staff of the Lumina Open University.

This Handbook is in three parts, part one deals with Rules and Regulations governing conditions of service of Senior Staff, part two deals with rules and regulations governing conditions of service of Junior Staff while part three deals particularly with the Code of Conduct for Security Staff.

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.

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

PART 1

RULES AND REGULATIONS GOVERNING CONDITIONS OF SERVICE OF SENIOR STAFF: PURPOSE

Regulations for Academic Staff

These regulations govern the appointments, promotions, and other conditions of service for academic staff within the University. They are established by the University Council based on recommendations from the Appointments and Promotions Committee. The regulations apply to all matters related to appointments, tenure, leave, promotions, study leave, sabbatical leave, leave of absence, and other welfare-related issues concerning academic staff—except in instances where the Council issues general directives applicable to all University staff.

Regulations for Non-Academic Staff

These regulations govern the appointments, promotions, and other conditions of service for non-academic staff of the University on Level 06 and above. They are issued by the Board of Trustees based on recommendations from the Appointments and Promotions Committee for Senior Non-Academic Staff (Level 06 and above). The regulations apply to all matters relating to appointments, tenure, leave, promotions, study leave, sabbatical leave, and leave of absence for non-academic staff, except in cases where the Council issues general directives applicable to all University staff.

Definitions

Interpretation of Terms

In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings assigned to them:

- (a) Academic Staff** – Refers to individuals appointed as members of the University’s teaching and/or research staff, whose primary duties involve teaching and/or research. This also includes professional library staff with the designation of Librarian II and above.
- (b) Adoption** – The legal process of taking a child into custody in accordance with applicable Nigerian laws.
- (c) Adjunct Lecturer** – An academic or professional individual employed temporarily to fill a gap in a department or unit.
- (d) Officer** – Refers to both Academic Staff and Senior Non-Academic Staff on LEVEL 06 and above.
- (e) Associate Lecturer** – An academic staff member appointed on a part-time basis to any teaching department within the University.
- (f) Capacity Building** – A process of equipping individual staff with knowledge, skills, access to information, and training necessary to perform effectively, thereby enhancing both personal and departmental development supported by University resources.
- (g) Committee** – Includes relevant bodies such as the Appointments and Promotions Committee (for applicable staff categories), the Senior Staff Disciplinary Committee, Senior Staff Housing Committee, and any other committees as approved by the Council.
- (h) Contract Staff** – Typically refers to retired personnel re-engaged by the University for specific time-bound assignments.

(i) Criminal Offence – Encompasses acts such as theft, fraud, extortion, forgery, official corruption, and other morally reprehensible offences as defined under the Nigerian Criminal Code or relevant criminal legislation.

(j) Dean – The head of a Faculty or School.

(k) Department – Any unit of the University, academic or non-academic, recognized by the Council.

(l) Director – The head of a Directorate, Institute, or Centre.

(m) Established Post – A position specifically provided for in the current University budget.

(n) Head of Department – An individual appointed by the appropriate authority to manage a department. In their absence, any person formally appointed to act shall be referred to as the Acting Head of Department.

(o) Honorary Lecturer – A volunteer who offers academic or professional services to the University without remuneration.

(p) In-Service Training – Any form of training undertaken by staff while in active employment with the University.

(q) Leave of Absence – Unpaid leave granted to staff members for a specified purpose or period.

(r) Management Team – Includes all Principal Officers, Provosts, Deans, Directors, and Heads of Departments or Units.

(s) Misconduct – Encompasses general misbehavior or acts prejudicial to the good order of the University. This includes, but is not limited to:

1. Corruption
2. Dishonesty
3. Drunkenness
4. Insubordination
5. Negligence
6. Falsification of records
7. Suppression or failure to keep proper records
8. Absence from duty without leave or justification
9. Failure to resume duty after authorized leave
10. Negligence resulting in financial loss as determined by an auditor
11. Disobedience to lawful instructions or postings
12. Refusal to appear before a designated investigating body
13. Dereliction of duty
14. General incompetence
15. Holding multiple paid positions
16. Enrolling as a full-time student without permission while holding a regular appointment
17. Sexual harassment
18. Using office premises for personal trade
19. Proselytizing, political campaigning, or engaging in non-official activities during work hours
20. Habitual lateness
21. Falsification of age or other personal records

(t) Non-Academic Staff – All University personnel, excluding Academic Staff, who are employed on LEVEL 06 and above.

(u) Promotion – The advancement to a higher grade level upon meeting all necessary criteria since the last appointment or promotion.

(v) Sabbatical Leave – A paid leave granted to staff who have completed a minimum of 12 semesters of service, as approved by the University.

(w) Study Leave – A paid leave granted to staff for academic purposes after a defined period of service.

(x) Sub-Dean – An official who assists the Dean in the administration of a Faculty or School.

(y) Tenured Directors – Directors appointed for a fixed number of years.

(z) University, Council, and Senate – As defined under the enabling Act of Lumina Open University.

THE COMMITTEES ON APPOINTMENTS AND PROMOTIONS

The Appointments and Promotions Committee (A&PC) for Academic Staff:

Appointments and Promotions Committees

1. Academic Staff Appointments and Promotions Committee

There shall be a committee comprising members of the University Council and Senate, known as the **Appointments and Promotions Committee (Academic Staff)**. The terms of reference for this Committee are as follows:

a. To consider all matters relating to the appointment, promotion, and welfare of academic staff, excluding issues pertaining to Principal Officers. The Vice-Chancellor, however, retains the authority to make temporary appointments to such posts for a period not exceeding one year.

b. Any staff member dissatisfied with a decision of the Committee may appeal to the Council through the Petitions Committee within 21 days of receiving the Committee's decision.

c. To make recommendations to Council and/or Senate on matters that enhance the effective appointment and promotion of academic staff.

d. To report to Council periodically.

Membership of the Committee:

- Vice-Chancellor (Chairman)
- Deputy Vice-Chancellors
- University Librarian
- Deans of Faculties
- Six representatives of Council (at least four must be external members)
- One representative from each Faculty
- Head of the relevant Department or a representative (in attendance when required)

The **Registrar or representative** shall serve as the Secretary to the Committee but shall not be a member.

Quorum:

A quorum shall consist of **14 members, one of whom must be a member of Council.**

Voting:

Where voting is required, a decision shall be valid only if supported by **three-quarters (75%)** of the Committee members present.

The **Registrar** shall report all appointments, promotions, confirmations, and related matters handled by the Committee to Council and/or Senate as appropriate.

2. Appointments and Promotions Committee for Senior Non-Academic Staff (LEVEL 06 and Above)

A standing committee of Council, known as the **Appointments and Promotions Committee for Senior Staff (Non-Academic)**, shall oversee appointments, promotions, and related matters for administrative, technical, and professional staff on LEVEL 06 and above.

Terms of Reference:

- a.** To consider appointments, promotions, and welfare of senior non-academic staff, excluding the offices of the Registrar and the Bursar. The Vice-Chancellor may make temporary appointments not exceeding one year.
- b.** To make recommendations to Council on matters promoting the effective appointment and welfare of senior non-academic staff.
- c.** To report to Council as necessary.

Membership:

- Vice-Chancellor (Chairman)
- Deputy Vice-Chancellors
- Registrar
- Bursar
- University Librarian
- Five Council representatives
- Director of Works
- Director of Academic Planning
- Director of Audit
- Other Directors as may be appointed by Council from time to time

Quorum:

A quorum shall consist of **50% of the total membership.**

The **Registrar or representative** shall serve as Secretary to the Committee.

All appointments and promotions shall be strictly merit-based and free from discrimination based on gender, ethnicity, religion, or origin.

3. General Provisions for Appointments

3.1 Scheme of Service:

A comprehensive Scheme of Service is in place, outlining career progression and job descriptions for all non-academic staff, who are entitled to benefit from it.

3.2 Advertisement of Vacancies:

Vacancies for established posts shall be advertised, except where temporary appointments are made by the Vice-Chancellor as provided under Regulation 3.1.1(a).

3.3 Disqualification from Appointment:

Any person:

- Convicted of a criminal offence (unless overturned on appeal),
- Previously dismissed or whose appointment was terminated from any organization, shall be disqualified from employment. Concealing such information may lead to **summary dismissal**.

An individual previously dismissed from the University for **misconduct** shall not be re-employed.

4. University Assessment and Interview Panel

For every appointment, a **University Assessment and Interview Panel** shall be constituted to assess and recommend candidates to the appropriate Appointments and Promotions Committee.

Panel Membership:

- Vice-Chancellor (Chairman)
- Deputy Vice-Chancellors (Administration and Academic)
- Dean of the relevant Faculty
- Head of the relevant Department (except if the candidate)
- Two subject matter experts
- Registrar or representative (Secretary)

Note: Accredited bodies (e.g., WAEC) may assist in assessments but do not have authority to make final appointments, which rests solely with the University.

The appointment process must be concluded within **six months**, after which it becomes void. Any offer not accepted within **three months** lapses automatically

5. Tenure of Appointment

a. Initial non-professorial appointments are for **three years**, renewable or extendable for up to **six months**, after which the appointment lapses unless confirmed. Professorial appointments are tenable until retirement age.

b. Academic proficiency is to be evaluated **every three years**, using tools like student evaluations and departmental reviews. Certificates of proficiency shall be signed by the Vice-Chancellor.

c. Non-Nigerian staff married to Nigerians shall remain on contract until they acquire citizenship. If ineligible, their contracts shall be reviewed every **two years**. After **four years**, they may be considered for appointment upgrades.

6. Incremental Date

Staff on incremental salary scales shall receive increments effective **October 1**, provided they have held the post for at least **six months** prior.

7. Spousal Rights

- a. All senior staff, including spouses, are subject to the same conditions of service.
- b. Where both spouses are employed, **double entitlements** (housing, children's allowances, etc.) are not permitted.
- c. Only **one spouse** may claim certain benefits, and the choice must be communicated to the Registrar.
- d. If one spouse is financially dependent (on medical grounds), benefits such as passage and medical care may be extended with approval from Council via the Health Board.
- e. Expatriate spouses married to Nigerians shall enjoy **equal contractual rights**, unless employed under a specific contractual arrangement.

Procedure and Criteria for Appointment to Academic Positions

Permanent Academic Staff Appointments

1. Initiating the Appointment Process

- (a) When a vacancy arises, the Head of Department (HOD) shall seek the Vice-Chancellor's approval to initiate the appointment process. In the University, the HOD shall obtain approval from the Provost for positions at the rank of Senior Lecturer and below.
- (b) Upon approval, the HoD shall submit a request for advertisement detailing the requirements for the vacant position. The Registrar will then proceed with the advertisement.
- (c) If the vacancy is for a Professorial Chair, the substantive HOD shall provide a detailed request for advertisement, which the Registrar will act upon accordingly.
- (d) Advertisements shall be placed in national newspapers and on the University's website.

2. Processing Applications

- (e) After the application deadline, the Registrar—based on advice from the HOD or Dean (if the acting HOD is an applicant)—shall compile a list of qualified candidates based on the advertisement criteria.
- (f) The HOD, in consultation with a panel of senior academic staff, shall organize a seminar for shortlisted candidates. A shortlist must be submitted to the Registrar within 14 days of receiving applications.

3. Interview and Selection

- (g) The HOD shall propose members of the Interview and Assessment Panel, including two subject experts, for approval by the Vice-Chancellor. Once approved, the Registrar, in collaboration with the HOD, will set a date for the interview.
- (h) The Panel shall review each candidate's curriculum vitae and evaluate their publications prior to and during the interview. Members of the Panel may ask relevant questions during this process.

(i) Interview Panel reports shall be forwarded to the Vice-Chancellor for approval on behalf of the Appointments and Promotions Committee. In the University, reports for Senior Lecturer and below shall go to the Provost.

(j) Publications of candidates deemed appointable shall be sent to three (3) external assessors as recommended by the Faculty.

(k) Reports from both the external assessors and the Interview Panel (as previously approved by the Vice-Chancellor) shall be submitted to the Appointments and Promotions Committee for final approval. For Senior Lecturer and below in the University, the College's Appointments and Promotions Panel will make the final determination.

(l) Following the Committee's decision, the Registrar shall issue an appointment letter promptly.

(m) Acting Heads of Department must consult with their respective Faculty Deans on all appointment matters.

2. Teaching Assistant Appointments

(a) Only registered postgraduate students pursuing advanced degrees at the University are eligible for appointment as Teaching Assistants.

(b) The appointment is for one year and renewable annually for up to four years, subject to satisfactory academic progress.

(c) Teaching Assistant roles are non-confirmable positions.

(d) Teaching Assistants will be paid an honorarium as approved by the Council.

3. Assistant Lecturer Appointments

Appointment to the position of Assistant Lecturer requires:

(a) A Master's degree with evidence of Ph.D. registration.

(b) A Teaching Assistant who has received Senate approval to transfer from a Master's to a Ph.D. program may be appointed as an Assistant Lecturer, provided the first degree was obtained at least two years prior.

4. Upgrading to Lecturer II/I

(a) Assistant Lecturers or Lecturer II staff members who obtain a Ph.D. may be upgraded accordingly.

(b) Those with an M.Phil. may be upgraded to Lecturer II after one year as an Assistant Lecturer.

(c) The Faculty Appointments and Promotions Panel must verify that the candidate is qualified to teach or engage in departmental academic activities.

(d) Decisions of the Faculty Panel shall be communicated immediately to the Registrar or College Secretary, along with relevant minutes, requesting the upgrade.

5. Part-Time Appointments (Associate, Adjunct, Honorary Lecturers)

(a) Appointment and Remuneration: Appointments to part-time teaching positions shall be recommended by Departments and approved by the Council. Remuneration is determined by Council and subject to periodic review.

(b) Duties: Appointees may teach and conduct practicals, with a maximum workload of two courses (or equivalent) per semester.

(c) Qualifications: Candidates must meet the standard qualifications for university teaching. Exceptionally skilled professionals may be appointed if endorsed by the relevant College/Faculty.

(d) Appointing Authority: Appointments shall be made by the Vice-Chancellor or Provost based on departmental recommendations and renewed annually.

6. Appointment to Headship of Departments and Institutes

(a) Eligibility:

(i) Only full Professors or Arts Directors on permanent appointments are eligible for headship roles. Contract staff are generally ineligible, except in special cases.

(ii) If there is no staff of Senior Lecturer rank or above, the Vice-Chancellor may appoint a Coordinator on the Dean's recommendation. The Dean will serve as acting HoD in such situations.

(b) Appointment Procedures:

- If there is one interested Professor, they must receive a majority of "Yes" votes from academic staff to be appointed.
- If multiple Professors are interested, an election will be conducted; the one with the highest votes shall be appointed.
- The same process applies to Readers and Senior Lecturers if Professors are unavailable.
- Secret ballot voting is required.
- The process must follow a Senate-approved template and involve all academic staff.
- The Dean shall chair the selection process and vote only in case of a tie.
- The Faculty Officer shall serve as the returning officer.

(c) Additional Criteria for Appointment:

Candidates for leadership roles (Provost, Dean, Director, HOD) must:

- Express willingness to serve.
- Submit vision and mission statements.
- Agree to performance evaluations and shared decision-making with committees.

Candidates must also:

- Be respected scholars or professionals.
- Demonstrate leadership, mentorship capacity, and strong external engagement beneficial to the unit.

(d) Tenure:

(i) The term of a Head of Department is **two years**, renewable once. Professors who serve two consecutive terms must observe a two-year gap before eligibility.

(ii) Acting HoD roles are limited to **two years**.

(iii) A Head wishing to step down must give at least **three months' notice**.

(e) Succession Planning:

- (i) The incumbent HoD/Dean/Director must begin the transition process **three months** before the end of their tenure.
- (ii) The selection must be completed at least **two weeks** before the term expires.

7. Removal from Administrative Offices

(a) Authority: The Vice-Chancellor has the authority to remove Provosts, Deans, HoDs, and Unit Heads on the recommendation of appropriate university bodies, except where the Vice-Chancellor made the appointment directly.

(b) Grounds for Removal: Administrative staff may be removed for the following reasons:

- Gross misconduct
- Ineffective leadership
- Indiscipline
- Health issues affecting performance
- Acts that bring disrepute to the department or university (e.g., exam malpractice, abuse of office)
- A petition signed by two-thirds of academic staff
- Fraudulent academic claims (e.g., plagiarism)
- Involvement in improper admissions
- Misuse of departmental resources
- Harassment of students or staff
- Corruption or mismanagement
- Failure to perform duties as stated in the appointment letter

Procedure for the Removal of Administrative Officers

The removal of a Provost, Dean, Head/Acting Head of Department, or Unit Head shall be initiated by the Vice-Chancellor based on the following procedures:

1. Initiation of Process

Removal shall be considered upon receipt of a formal notice of a vote of no confidence passed by the relevant appointing body, which may include:

- Departmental Selection Sub-Committee
- Faculty Board
- Academic Staff Assembly
- Board of Fellows
- Board of Trustees

2. Clarity of Allegations

The allegations must be clearly stated and unambiguous.

3. Right to Fair Hearing

The individual accused of misconduct must be given an opportunity to respond to the allegations through a fair and transparent hearing process.

Performance Evaluation of Management Officers

A. Evaluation Procedures

1. Vice-Chancellor and Deputy Vice-Chancellors

- The Senate shall constitute a panel to conduct the evaluation.
- The panel shall analyze submitted evaluation forms and present a summary of its findings to the Senate for preliminary consideration, after which it will be forwarded to Council for appropriate action.
- 2. **Registrar, Bursar, and University Librarian**
 - The University Congregation shall establish a panel for their evaluation.
 - The panel shall review and analyze the forms, then forward its findings to the Congregation for preliminary review and onward transmission to Council.
- 3. **Provost and Deans**
 - Evaluation shall be conducted by a panel set up by the Academic Board (for Provosts) or the Faculty Board (for Deans).
 - Findings shall be presented to the Academic/Faculty Board for review, then submitted to the Senate through the Vice-Chancellor for final action.
- 4. **Directors of Institutes/Centres and Heads of Departments/Units**
 - A panel set up by members of the relevant Department, Unit, Institute, or Centre (including academic and non-academic staff) shall handle the evaluation.
 - The results shall be forwarded to the Dean or Deputy Vice-Chancellor (Academic), depending on the reporting structure.
 - The DVC (Academic), Dean, Registrar, Bursar, or University Librarian shall forward the final report to the Vice-Chancellor for action.

B. Key Areas for Evaluation

Evaluation of management and leadership performance shall consider the following areas (where applicable):

1. Financial management
2. Conduct and administration of examinations
3. Staff and student welfare management
4. Structure and quality of decision-making
5. Level of innovation and effectiveness
6. Tangible benefits brought to the unit during tenure
7. Unit cohesion and frequency of internal conflicts
8. Evidence of ongoing intellectual productivity
9. Performance relative to the officer's pre-appointment vision and mission statement

C. Frequency of Evaluation

1. **Vice-Chancellor, Registrar, Bursar, University Librarian, and tenured Directors**
 - Evaluations shall occur mid-term and in the penultimate year of tenure.
2. **Deputy Vice-Chancellors, Provosts, Deans, Directors, and Heads of Departments**
 - Evaluations shall be conducted mid-term.
3. **Career Heads of Units**
 - Evaluations shall be conducted annually.

Notes on the Evaluation Process

- (a) Each evaluation panel shall distribute appropriately designed forms to eligible assessors.
- (b) The panel shall deliberate on the submissions and make formal recommendations to the appropriate body empowered to take final action.
- (c) All staff members within the unit or group are eligible to participate in the evaluation.
- (d) An officer whose performance is deemed below expectation shall be notified in writing and given a six-month period to improve. Failure to improve may result in removal by the relevant authority.
- (e) An officer whose performance is rated satisfactory shall be formally commended.
- (f) Where allegations of gross misconduct arise, the officer shall be suspended immediately pending investigation. Based on the outcome, the officer may be removed from office.

Institution of Additional Professorial Chairs

(i) Upon the establishment of a full-fledged Department, a Professorial Chair is automatically deemed established. Accordingly, each department shall have at least one such Chair.

(ii) The creation of additional Chairs shall follow these criteria:

- a. Demonstrated commitment to research, postgraduate education, and teaching in areas that significantly broaden the department's original focus.
- b. Expansion of the undergraduate curriculum in terms of course diversity, scope, and volume.
- c. These criteria shall not preclude the establishment of specific endowed Chairs from external sources. All such endowment proposals shall first be reviewed by the Academic Board of the College or Faculty Board of Studies, based on the joint recommendation of the Head of Department, Dean of Faculty, and the Provost.
- d. Subsequently, the proposal shall be forwarded to the Development Committee. A report will then be submitted to the Appointments and Promotions Committee, and appointments to the Chair shall be made in accordance with established university regulations and procedures.

Note: All appointments or promotions to the Professorial grade must correspond to an established position.

PERIODIC REVIEW AND CONFIRMATION OF APPOINTMENTS

Academic Staff Appointments and Confirmation Guidelines

Initial Appointment and Review

- All appointments to the ranks of **Lecturer II, Lecturer I, Senior Lecturer, and Reader** are made for an initial period of **three years**, subject to **annual reviews** throughout this term.
- After this initial period, the appointment may be:
 - **Extended for a maximum of six months**, or
 - **Confirmed up to the retiring age**, at the discretion of the University Council.

Criteria for Confirmation to Retiring Age

Confirmation after the initial three-year period is based on the following criteria:

1. **Evidence of Continuous Research Activity**
2. **Demonstrated Teaching Ability and Experience**
3. **Membership or application for membership in relevant professional bodies (where applicable)**
4. **Good Character and Ethical Conduct**
5. **Medical Fitness to Continue in Service**

Assessment Procedure

- The **Departmental Appointments and Promotions Panel**, along with senior academic staff above the candidate's current rank, will assess candidates using the criteria listed.

Non-Confirmation of Appointment

- If an appointment is **not confirmed** by the end of the review period, the staff member's services will be deemed no longer required, and they shall be informed in writing immediately.

Reconfirmation Requirements

- **Staff previously confirmed** at another institution or within the University (especially those transferring between academic and non-academic roles) must **undergo confirmation again**.

Submission Requirements for Confirmation

- Candidates must submit current Curriculum Vitae in accordance with the University's guidelines on appointments and promotions.

Detailed Assessment Criteria

1. Evidence of Ongoing Research

May include:

- **Published papers** in peer-reviewed journals or conference proceedings
- **Accepted papers** with proof of acceptance
- **Conference presentations**, even if not published
- **Registered patents**
- **Research toward a higher academic degree**, especially PhD (with supervisor's evaluation on progress and estimated completion time)
- **Supervision of postgraduate projects** (for Lecturer I and Senior Lecturer)

2. Teaching Ability and Experience

Assessed through:

- **Student evaluation summaries** with documented discussion and feedback
- **External/Chief Examiner reports**, made accessible to the lecturer

3. Character Evaluation

Considerations include:

- Professional character and ethics
- Relationship with students and staff
- Participation in departmental responsibilities
- Annual performance reviews over the past three years

4. Medical Fitness

- Assessed by the **University Health Service (UHS)** through medical examinations.
- Tests are requested by the Establishments Division, and results are kept confidential.

Probation for Assistant Lecturers

- Assistant Lecturers are placed on **three-year probation**, which can be extended by **up to two more years** if research progress is satisfactory.
- If no confirmation is made after the extension, the appointment will lapse.

Medical Research Staff

- **Medical Research Fellows** (with postgraduate qualifications): Eligible for confirmation to retiring age.
- **Medical Research Training Fellows** (without postgraduate qualifications): **Not eligible** for confirmation.

Review of First Academic Appointments

- All **first-time academic appointments** (excluding Professors) are to be reviewed **three years from the date of appointment**, regardless of promotions, grade changes, or departmental transfers.

Non-Academic Staff Confirmation

- **Senior non-academic staff** undergo **annual reviews for three years**, after which appointments may be confirmed.
- Temporary service may count toward probation if it is relevant.

Appointments not confirmed by the end of the review period will **automatically lapse**, and affected staff will be formally notified.

Discretionary Confirmations

- Confirmation decisions beyond standard timelines are at the **discretion of the University Council**.
- Academic staff confirmation recommendations move from the **Departmental Panel** to the **Faculty Promotions Panel**, then to the **University Appointments and Promotions Committee**.
- For non-academic staff, recommendations flow through the Registry Executive Committee to the **Secretary of the College or Registrar**, and finally to the appropriate committee.

Contract Appointments

A. For Retired University Staff

- Retired staff may be reappointed on contract if:
 - A **fitness report from UHS** is submitted
 - **Retirement has been officially accepted**
 - A unit resolution (with Academic Planning Director present) supports the appointment
 - There is **clear justification** with:
 - Staff strength and NUC limits
 - Staff quality
 - Unit status (hardship or developmental)
- Contract terms:
 - Normally for **up to 5 years**, renewable annually
 - **Further extension** may be considered for **Professors**, if they meet **Emeritus** criteria
 - Generally **not offered** to voluntarily retired staff
 - May be offered to retirees from **other institutions**

B. Locum Appointments

Used for essential temporary service needs.

- Appointment initiated by unit head, approved by Vice-Chancellor
- Registrar processes appointment and honorarium
- Payment made from departmental vote

- Termination or renewal possible based on unit recommendation

C. Grant-Based Contract Appointments

- Governed strictly by **grant agreements**

D. External Contract Appointments

- Governed by the **letter of appointment** and its stipulated terms

Emeritus Professors

- Appointment is **for life**

Expected Contributions:

- Teaching at least one postgraduate course or contributing to various courses
- Supervising at least one doctoral student or serving on supervisory committees
- Delivering postgraduate seminars (preferably one per session)
- Mentoring junior academic staff
- Supporting research grant efforts and collaborations nationally/internationally

Guidelines for the Appointment of Emeritus Professors

A. Nomination Procedure

1. Each Faculty Board or Board of Institute may submit nominations during the **first semester of the academic session**.
2. Faculties must ensure that **applications strictly adhere** to the University's guidelines and assessment criteria before submission to the **Special Committee for the Appointment of Emeritus Professors**.
3. Nominations should be submitted to a **Special Committee**, comprising **one Professor from each Faculty or Institute**.
4. The **Vice-Chancellor** shall serve as the **Chairperson** of this Committee.

B. Criteria for Appointment as Emeritus Professor

General Requirements

1. The total number of Emeritus Professors must not **exceed 15%** of the total number of Professors in the University.
2. The nominee must have **attained the statutory retirement age**.
3. The candidate must have **formally exited** the University's service.
4. Only individuals who have held the rank of **Professor for a minimum of 15 years**, with at least **10 of those years served within the University**, may be recommended.
5. Appointments shall be made **biennially**, subject to the availability of vacancies.
6. Candidates must demonstrate active involvement in **supervising and teaching students**, particularly at the **postgraduate level**.
7. The definition of "international/learned journals" should align with each Faculty's interpretation as set out in the **current Appointments and Promotions Guidelines** for academic staff.

Publication Requirements

1. At least **20% of all publications** must be in **international journals** as defined by each Faculty under the prevailing academic promotion guidelines.
2. A minimum of **40% of the candidate's publications** must have been published **after promotion to the rank of Professor**.

Grants and Contributions

1. Candidates must have attracted **significant, verifiable research grants or benefits** to the University and/or participated in **international research collaborations**, with documentary evidence.
2. A **five-year academic activity plan** must be submitted, including strategies for attracting future grants to the University.
3. To be considered for appointment, candidates must achieve a **minimum score of 70%** based on the evaluation criteria and will be **ranked for selection**.

Termination of Appointment

Termination refers to **resignation, voluntary retirement, or withdrawal of services**.

A. Academic Staff

Professorial Cadre (Professor/Reader)

- May only resign at the **end of an academic year**, following a **six-month written notice** to the Council via the Head of Department, Dean, and Provost (where applicable), or by paying **six months' salary in lieu**.
- Any exception requires **written approval** from the Council.

Lecturers (Non-Professorial Academic Staff)

- May only resign at the **end of an academic year**, with **three months' notice** in writing to the Council through the appropriate channels or pay **three months' salary in lieu**, unless approved otherwise by the Council.

Temporary Appointments

1. Requests for temporary appointments must include **evidence of advertisement** of the position.
2. One-year appointments may be terminated at any time with **one month's written notice** by either party, unless otherwise stated in the appointment letter.
3. Typically, such appointments are made for **one year**.

Post-Doctoral Research Fellowship

- Tenure is for a **maximum of three years**, subject to **annual review**, and may be terminated at any point with **three months' written notice**.

Medical Research Fellowship

- These are one-year renewable appointments, up to a **maximum of three years**, and can be terminated with **one month's notice**.

B. Non-Academic Staff (Excluding the Registrar)

- Resignation requires **three months' written notice** through the Head of Unit and Registrar to the Council or **payment of three months' salary in lieu**.

Staff Structure and Seniority

Seniority Determination

- Seniority is generally determined by the **date of promotion** to a given cadre.
- If promotions occurred on the same date, **date of initial appointment** will be used.

Administrative Order of Precedence

- The **Deputy Vice-Chancellor (Academic)**, who chairs the Committee of Provosts, Deans, and Directors, acts for the Vice-Chancellor when both the Vice-Chancellor and the Deputy Vice-Chancellor (Administration) are absent.
- If the Deputy Vice-Chancellor (Academic) is unavailable, the **Provost** shall act, followed by the **Deans in order of Faculty seniority**.

Promotions

Academic Staff Promotions

- Governed by the **University's Regulations and Guidelines for Academic Staff Promotions** (see Appendix 3 or latest applicable guidelines).

Non-Academic Staff Promotions

- All non-academic staff undergoes a **mandatory annual performance appraisal**, which is considered during promotion reviews.

Normal Promotion

Promotion to the next grade requires:

- Serving the **minimum required number of years** since the last promotion.
- Assessment based on the following criteria:
 - **Increased responsibility**
 - **Marked efficiency and high performance**
 - **General ability**
 - **Work attitude and disposition**
 - **Initiative**
 - **Personal integrity**
 - **Relevant experience**
 - **Additional academic/professional qualifications** since the last promotion or appointment

Promotion to established positions after certain level should be 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-Academic), the following shall be considered as the required minimum number of years of experience without prejudice to such other cadres as may from time to time be listed in the Scheme of Service:

Executive Cadre

LEVEL 6-7 - 3 years

LEVEL 7-9	-	3years
LEVEL 9-11	-	4years
LEVEL 11-12	-	4years
LEVEL 12-13	-	4years

Administrative Staff Cadre

LEVEL 8-9	-	3years
LEVEL 9-11	-	4years
LEVEL 11-13	-	4years

Technical Staff Cadre

LEVEL 6-7	-	3years
LEVEL 7-8	-	3years
LEVEL 8-9	-	3years
LEVEL 9-11	-	4years
LEVEL 11-12	-	4years
LEVEL 12-13	-	4years

Medical Officer Cadre

LEVEL 2-3	-	4years
LEVEL 3-4	-	4years
LEVEL 4-5	-	4years
LEVEL 5-6	-	4years (Plus 19 Years cognate experience)
LEVEL 6-7	-	4years (Plus 23 Years cognate experience)

Qualifications

A candidate recommended for promotion to a higher grade must meet the qualifications and experience required for that position, as outlined in the Scheme of Service.

Representation

Individual Representation for Promotion (I.R.P.)

The Committee will typically only consider recommendations that are supported by the relevant Departmental Committee. However, a staff member who has not been recommended for promotion may submit a statement of their case through the appropriate Departmental Committee to the Secretary of the **Appointments and Promotions Committee for Senior Staff (Non-Academic)**, outlining their qualifications and reasons for consideration.

Procedure for Making a Representation Following a Promotion Exercise

Representations should first be made to the relevant Departmental Committee. If the matter remains unresolved, the issue may be escalated through the Departmental Committee to the Secretary of the **Appointments and Promotions Committee for Senior Staff (Non-Academic)**, who will refer it to the Committee.

If the matter is not resolved by the Committee, further appeals can be made directly to the **Council** through the **Registrar**. Petitions must be submitted within **one month** of receiving notification of the non-approval of the promotion from the **Deputy Registrar (Establishments, Non-Academic)**.

Vacancies in Senior Posts (LEVEL 14 and above)

Vacancies for posts in LEVEL **14** and higher (or their equivalents) will generally be filled through appointments only.

Point of Entry into the Scale Upon Promotion

Staff members promoted to a higher grade should enter the new scale at a point that offers a minimum increase in salary.

For promotions, reference will be made to the **prevailing Scheme of Service**.

Discipline

Senior Staff Disciplinary Committee

Membership

- **Chairman:** Vice-Chancellor
- **Members:**
 - Deputy Vice-Chancellors
 - Registrar
 - Two Council Representatives
 - Two Senate Representatives
 - One Congregation Representative
 - Dean/Director/Head of the unit of the staff member concerned (unless the officer in question is involved in the investigation, or the officer has a connection to the case)
 - Two or more co-opted members, if necessary
- **Secretary:** Nominee of the Registrar

In Attendance:

- Bursar
- Legal Officer
- University Solicitor
- Deputy Registrar (Establishments, Academic Staff)
- Deputy Registrar (Establishments, Non-Academic Staff)

Terms of Reference

The Committee is responsible for:

1. Investigating and considering all disciplinary cases involving senior members of staff, except the Vice-Chancellor.
2. Making recommendations to the **Council** regarding disciplinary cases and any matter that affects the proper discipline of staff members.
3. Reporting periodically to the **Council** on disciplinary matters.
4. Any disciplinary case involving the **Vice-Chancellor** will be referred to a special Committee comprising member of both the **Council** and **Senate**.

Tenure of Office

- **Elected members** will serve an initial term of **one year**, which may be renewed for an additional year. However, no elected member can serve more than **six years** in total.
- **Co-opted members** serve a term of **five years**, which may be renewed for an additional five years, but they cannot serve beyond **ten years**.

Disciplinary Procedure

Modus Operandi of the Committee

The following procedure will be followed:

A. Staff Discipline

All disciplinary matters may be initiated by the Heads of Unit.

1. Disciplinary issues should ultimately be reported to the Vice-Chancellor or their delegate, or in their absence, through the Registrar or their designate, or directly to the Vice-Chancellor's office, with the Registrar being informed.
2. The Vice-Chancellor, on behalf of the Council, may direct that comments be solicited from the concerned staff member through the Registrar or their designate for appropriate action.
3. Once the comments are received, they will be presented to the Committee, which will decide whether further action is necessary. The Vice-Chancellor may act on behalf of the Committee and will report back to the Committee accordingly.
4. If further action is warranted, the appropriate disciplinary Committee will address the matter by inviting the staff member to defend themselves against the allegations before making recommendations to the Council for final determination.
5. In certain cases, the Committee may refer the documentation of the concerned staff member to a panel for further investigation, if the matter cannot be handled directly by the Committee. The staff member and all relevant individuals will be invited to assist in the investigation as deemed necessary.
6. These Panels have the authority to co-opt members as needed and to request relevant documents to aid the investigation. A report will be submitted to the Committee for further action, which may include inviting the concerned staff member and other relevant individuals.
7. The Committee is empowered to make recommendations to the Council for the final determination of disciplinary matters concerning individual staff.
8. The Council must consider all additional information and facts presented by the staff member after they have appeared before the Committee.
9. In certain cases, the concerned staff member may be invited by the Council to provide oral statements if the written comments are insufficient. The relevant Committee of the Council will then handle the matter and make recommendations as appropriate.

B. Procedure for Staff Complaints

Staff complaints should be reported through the Head of Unit to the Registrar, who will take the necessary action.

(a) Tape Recording/Verbatim Report

The panel appointed to investigate a matter is free to use any lawful means at its disposal to ascertain the facts of the situation. This includes obtaining written reports and interviewing the accused, complainant, witnesses, and others who may assist with the investigation, depending on the nature of the case. This ensures that the investigation is thorough and that any gaps in the written allegations or self-defense are identified and addressed.

(b) Open Hearing

The Committee may allow an open hearing if it deems it necessary.

Failure to Appear before the Senior Staff Disciplinary Committee

Failure to appear before the Senior Staff Disciplinary Committee (SSDC) or its Panel will result in suspension from duty without pay until the affected staff member appears before the Committee.

Dissemination of Information

As disciplinary matters are sensitive, the recommendations of the Committee should not be made public within the University to avoid unnecessary damage to the individuals' reputations. However, the Council may provide information to the University community regarding cases that require such publicity.

Frequency of Meetings

The Committee will generally meet monthly, and the meeting dates will be made public. Special meetings may be convened as needed.

Gradation of Sanction

Disciplinary measures will be ranked based on the nature and severity of the misconduct, the offender's previous record, and the gravity of the offense.

1. **Verbal reprimand**
2. **Serious reprimand (in writing)**
3. **Specific punitive measures**, such as:
 - Loss of annual increment for a specified period
 - Delay in promotion/appointment for a specified period
 - Removal from headship or other administrative positions for a specified period
 - Deferment of confirmation of appointment for a specified period
 - Surcharge
4. **Suspension without pay** for a specified period
5. **Forced resignation** (non-compliance with this option leads to termination in step 6)
6. **Termination of appointment/contract**
7. **Demotion and termination**, where termination alone is not considered adequate punishment
8. **Dismissal** (for gross misconduct, including conviction by a court of law), following the processes outlined in the Lumina Open University Rules.

Effect of Disciplinary Measures on Promotion

Disciplinary actions listed under steps 2, 3, and 5 will result in the loss of promotion for one year.

Interdiction

1. If an employee is charged with a criminal offense, whether related to the University or not, the Registrar may interdict the staff member from their duties immediately.
2. A formal notice of interdiction will be issued to the staff member in writing. The notice will specify the date from which the interdiction takes effect and the reasons for the action.
3. During the interdiction, the staff member is entitled to receive half of their salary.

4. The employee under interdiction must hand over any University property in their possession to a person designated by the Head of Department. They are also prohibited from performing any duties or visiting the workplace unless explicitly authorized by the Registrar.
5. If the employee is found not guilty of all charges, they will be reinstated and receive the full salary for the period of interdiction. However, the Council may review the case and decide whether it is in the University's interest to retain the staff member. If it is deemed undesirable to retain the employee, their appointment may be terminated immediately.

Suspension

1. If the Head of Unit determines that misconduct has occurred but does not warrant dismissal, they may recommend to the Registrar that the employee be suspended without pay for a maximum of **three months** in the first instance.
2. If the Registrar deems there is a prima facie case of misconduct, the employee may be suspended pending further investigation. The matter will then be referred to the Senior Staff Disciplinary Committee.
3. Once suspended, the employee is prohibited from performing their duties or visiting the workplace unless given express permission by the Registrar. They may also be required to hand over any University property in their possession.
4. The Registrar, on behalf of the Council, will provide written notice of suspension to the employee.
5. If the employee is ultimately found not guilty of the misconduct, any withheld salary will be paid in full.

ACCOMMODATION

Senior Staff Housing Committee
A Senior Staff Housing Committee shall be established to oversee matters related to senior staff accommodation.

Membership

- Chairman (appointed by Council)
- The Registrar
- The Librarian
- The Director of Works
- The Director of Physical Planning
- Estate Officer
- Two Council Representatives
- One Representative of Senate
- One Representative of Congregation
- One Representative from each recognized Trade Union
- Secretary – Nominee of the Registrar

Mode of Allocation
(a) Allocations are based on the order of application (first-come, first-served). The type of accommodation each Senior Staff member is eligible for depends on their rank, as follows:

- LEVEL 6 & above: 1 Bedroom Chalet/Flatlet/Hall Flat
- LEVEL 8 & above: 2 Bedroom Flat/2 Bedroom Chalet
- LEVEL 11 & above: 3 Bedroom Flat/2 Bedroom Bungalow
- LEVEL 12 & above: 3 Bedroom Bungalow
- Professorial/Equivalent Cadre: Duplex

- (b) A family where both spouses are employed by the University is not eligible for double housing entitlements, except in special circumstances.
- (c) If both spouses are eligible for housing, only one can make a claim, and the family unit must decide who will claim the housing entitlement. The Registrar must be informed in writing of this decision.
- (d) When both spouses work for the University, their housing allowances are not considered a joint entitlement but will be assessed based on the status of one spouse.
- (e) If the spouse to whom the housing allocation was made leaves the University or passes away, the allocation will lapse. In this case, the remaining spouse's entitlement will be reassessed based on their status, and suitable accommodation will be allocated. However, the remaining spouse may stay in the current accommodation until a new one becomes available.
- (f) A staff member given a new housing allocation must occupy it within four weeks.
- (g) Any member of staff unable to take up the accommodation within four weeks must notify the Senior Staff Housing Committee in writing, explaining the reasons for the delay.
- (h) Rent deductions will begin on the date the staff member occupies the accommodation.
- (i) If a staff member deliberately fails to occupy the allocated accommodation within four weeks, rent deductions will start immediately.
- (j) Any staff member who fails to physically occupy the allocated accommodation within three months of the allocation will have their allocation revoked.
- (k) Staff members who have their allocation revoked under (j) will not be eligible for a new allocation until after two (2) years.

Change of Accommodation

- (i) A staff member is eligible to request a change of accommodation after staying in their current accommodation for at least two years.
- (ii) Staff members wishing to change accommodation must complete an application form from the Estate Office. A list of applicants, ordered by the date of application submission, is kept up to date and presented to the Senior Staff Housing Committee during their bimonthly meetings. When the requested accommodation becomes available, each application will be considered, and unsuccessful applications will be carried over to the next meeting.
- (iii) The Senior Staff Housing Committee will inspect the accommodation of any staff member requesting a change. If the accommodation is found to be in poor condition, the occupant must carry out repairs before the request will be considered.
- (iv) Staff members who fail to comply with (iii) will not be considered for a change of accommodation.
- (v) Staff members granted a change of accommodation must occupy the new accommodation within four weeks of allocation.
- (vi) If a staff member cannot take up the new accommodation within the specified period, they must inform the Senior Staff Housing Committee in writing, stating the reason for the delay.
- (vii) Any staff member who fails to comply with the above will have their new allocation revoked.
- (viii) A staff member holding onto the keys of both the old and new accommodation will pay rent for the old accommodation and incur an additional levy of two thousand naira (N2,000) per day, or an amount as determined by Council, on the new accommodation.
- (ix) The current housing status and list of applicants for a change of accommodation can be obtained from the Estate Office.

Rejection of Accommodation

Any staff member who rejects an allocation without a verifiable reason will forfeit their place on the housing list.

Prohibition of Sub-letting

Staff members are prohibited from subletting University houses/flats. Any violation of this regulation will result in the matter being referred to the Senior Staff Disciplinary Committee for appropriate sanctions. Staff members going on leave for no more than a year may make their house/flat available for temporary allocation by the Senior Staff Housing Committee. In such cases, the occupant may lock one room and pay no rent. The house/flat must be inspected and certified by the Director of Works as suitable for temporary occupation, unless it requires renovation. If the house/flat needs renovation, the cost will be charged to the occupant's account. If the occupant disagrees with this, the house/flat will not be considered suitable for temporary occupation, and full rent will be charged. During temporary occupation, the temporary occupant will be responsible for any repairs or damages.

Swapping of Houses/Flats

Staff members are not permitted to swap houses or flats under any circumstances. The Senior Staff Housing Committee must approve any changes in accommodation, and all keys must be handed over to the Estate Office.

Vacation of Quarters

Retiring Staff

- (i) Senior staff members retiring from the University are expected to vacate the University quarters, if they occupy any, by the date of retirement.
- (ii) Any retiring staff member who stays beyond the stipulated date will be legally ejected and surcharged two thousand naira (N2, 000) per day, or as determined by the Council, for the illegal occupation period.
- (iii) The Establishments Division will send copies of the retirement notice to the Housing Committee and the Legal Unit.
- (iv) The Legal Unit will issue a statutory notice to quit to the retiring staff, which will coincide with the date of retirement.
- (v) Retired senior staff members given contract appointments are not entitled to accommodation.

Dismissal, Lapsed, and Terminated Appointments

Staff members who are dismissed or whose appointments are terminated are not subject to the previous rules but will follow the conditions stipulated in their termination letter, with a quit notice of one month.

Prolonged Absence/Study Leave without Pay

- (i) Staff members on study leave without pay must make suitable arrangements for rent payments. Defaulters will be legally ejected.
- (ii) Unless in special circumstances, staff members absent from the University for any reason cannot retain University housing indefinitely. After a maximum of three (3) years, the accommodation will revert to the Senior Staff Housing Committee for fresh allocation. If an allottee is uncooperative, the property will be repossessed.

Resignation

- (i) A staff member who resigns from the University must vacate the quarters by the date their resignation becomes effective.
- (ii) Any staff member who remains in the University quarters after their resignation date will be legally ejected and surcharged two thousand naira (N2,000) per day, or as determined by the Council, for the period of illegal occupation.

(iii) In special circumstances, the Vice-Chancellor, upon the advice of the Senior Staff Housing Committee, may approve an extension of occupancy for a period not exceeding three months.

Transfer of Unoccupied Accommodation

- (i) Houses are allocated with the understanding that staff members intend to reside in them.
- (ii) Any staff member who refuses to occupy the accommodation or leaves it physically unoccupied or transfers it to an unapproved person will have the allocation revoked, and the accommodation will be legally repossessed by the University.

Widows and Widowers

- (i) Widows and widowers of staff members who die while in service will receive courtesy and assistance during their grief.
- (ii) However, they will not be allowed to remain in University quarters more than one year after the death of their spouse.

Cleaning of Surroundings

- (i) Staff members residing on campus are expected to maintain cleanliness in their surroundings at all times.
- (ii) Staff members living in blocks of flats should agree on a cleaning schedule for their premises.
- (iii) No staff member is exempt from participating in the cleaning of their blocks.
- (iv) Failure to comply will result in stiff sanctions.

Rules Governing Special Allocations

In exceptional cases, the Chairman may make executive allocations temporarily, subject to ratification by the Committee at its next meeting.

Allocations made by the Committee are governed by the following rules:

- (i) Any staff member who provides false information or is found to have misled the Committee will have their name removed from the housing list for two (2) years.
- (ii) A staff member to whom a house/flat is allocated must enter into an agreement with the University.

Executive Allocations

- (i) Executive allocations will be limited to two-bedroom flats, flatlets, and chalets.
- (ii) The list of applicants for houses or flats must be considered before making any allocations, and the allocation system currently in use by the Committee must be followed.

Houses for Principal Officers

Specific houses allocated for the following principal officers shall not be allocated to anyone else by the Senior Staff Housing Committee:

- Vice-Chancellor
- Deputy Vice-Chancellor(s)
- Registrar
- Bursar
- University Librarian

If such houses are vacant, they will be returned to the Vice-Chancellor's pool until occupied by the designated officer.

Enquiries on Housing Matters

The Secretary of the Committee will be available for consultation during office hours. Routine inquiries about housing availability can be made at the Estate Office.

Rent

The rent payable for accommodation will be determined periodically by the Council, based on the recommendations of the Senior Staff Housing Committee.

Leave

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

A. Vacation/Annual Leave

A1. Academic Staff

(i) Academic staff members are entitled to thirty (30) working days of annual leave and twenty-six (26) working days of research leave each year.

(ii) Research leave cannot be deferred.

(iii) Academic staff may take their leave during the long vacation or at another suitable time during the year, as long as it aligns with the Department's schedule. However, any leave not taken by 31st January of the following year, without prior approval from the appropriate authority as outlined in section 10.0(A)1., will be forfeited.

(iv) For leave purposes, the long vacation is considered to last thirty (30) working days for all academic staff members.

(v) Deans of Faculties and Heads of Departments/Units may, if necessary, be allowed to take their annual leave at times that best suit their faculties or departments/units during their term.

(vi) The University will organize their schedules so that all staff members can take leave during the year while ensuring adequate clinical services are maintained.

(vii) Deferring leave until retirement is generally not permitted, but short-term postponements may be considered by the Vice-Chancellor upon the recommendation of the Head of the Department.

Pro-Rata Leave

In the first year of regular employment, leave entitlement will be pro-rated for staff who have served for six months or more. Staff with less than six months of service within the first calendar year is not eligible for leave. The same rule applies in the final year of service.

Deferment of Leave

(i) Leave or any portion of it cannot be carried over to the next calendar year. If not taken, it will be forfeited.

(ii) In exceptional cases, if service requirements prevent a staff member from taking annual leave during the leave year, an application for short-term deferment may be considered by the Vice-Chancellor, based on recommendations from the relevant department head.

- (iii) All accumulated leave must be taken before retirement.
- (iv) Any leave not taken by the effective retirement date will be forfeited.

Annual Leave Year

The leave year runs from January to January of the following year. All staff must begin their annual leave no later than December of the current calendar year to ensure that the full leave entitlement is used before 31st January of the next year, to avoid forfeiture.

A2. Non-Academic Staff

- (i) Non-academic staff on LEVEL 6 and above will take their annual leave at the discretion of their Heads of Units, with approval from the Registrar.
- (ii) The duration of the leave is thirty (30) working days, or as otherwise approved by the Council.
- (iii) Heads of Units are responsible for ensuring that staff members take their annual leave within the designated leave year through internal arrangements.

Pro-Rata Leave

Leave in the first year of employment is pro-rated for staff who work for six months or more in the calendar year during which they start. Staff with less than six months of service during the first calendar year are not eligible for leave. This rule also applies to the final year of service.

Deferment of Leave

- (i) Leave or any portion of it cannot be carried forward to the next calendar year and will be forfeited if not taken.
- (ii) In exceptional circumstances, where service requirements prevent a staff member from taking annual leave during the leave year, an application for short-term deferment may be considered by the Vice-Chancellor, based on the recommendation of the relevant Head of Unit.
- (iii) All accumulated leave must be taken before retirement.
- (iv) Any leave not taken by the effective retirement date will be forfeited.

Annual Leave Year

The leave year runs from January to January of the following year. Staff must begin their annual leave by December of the current calendar year, ensuring that the full entitlement is used before 31st January of the next year to avoid forfeiture.

B. Leave for Temporary Staff

Leave for temporary staff will be defined in their terms of appointment.

Absence Outside the Annual Leave Period

- (i) Principal Officers, Provosts, Deans of Faculties, and Directors of Institutes must seek written approval from the Vice-Chancellor if they need to be absent from the University for more than three (3) days.
- (ii) Provosts and Deans, on behalf of the Vice-Chancellor, may grant academic staff leave for good reasons, not exceeding one month in total per year.

- (iii) Any absence exceeding one month cumulatively will require referral to the Vice-Chancellor.
- (iv) All absences must be reported to the Establishments Division.

C. Maternity Leave

- (i) Female staff members are entitled to sixteen (16) weeks of maternity leave with pay.
- (ii) Maternity leave must begin no later than four (4) weeks before the Expected Date of Delivery (EDD).
- (iii) The staff member must submit a medical certificate indicating the EDD, at least two (2) months before the expected date.
- (iv) Any annual leave taken during the year will count as part of the maternity leave; if the full annual leave has already been used, the remainder of the maternity leave will be unpaid.
- (v) The same entitlement applies to female staff members who adopt a child under twelve (12) weeks old.
- (vi) Female staff members nursing a child will be granted two (2) hours off-duty each day for up to six (6) months after resuming work following maternity leave.
- (vii) The same provision applies to female staff who adopt a child not older than nine (9) months.

D. Sick Leave

- (i) Any staff member absent due to ill-health, not on leave of absence, will be considered on sick leave, provided the absence is covered by a medical report from a registered doctor or government medical officer.
- (ii) A staff member on annual leave who cannot return to work at the end of the leave due to illness, and who submits a medical report from an approved hospital, may have their leave extended.
- (iii) The maximum allowable sick leave for a staff member not hospitalized is six (6) weeks within twelve (12) months.
- (iv) If a staff member exceeds the six (6) weeks of sick leave within twelve (12) months, they will be required to appear before the Medical Board to determine if they should be invalidated from service. Sick leave exceeding the allowed period will be unpaid and will not count towards increments or pension.
- (v) A staff member incapacitated due to injury sustained while on official duty will continue to receive their full salary until they are declared fit to resume work or permanently invalidated.
- (vi) A staff member recommended by the Medical Board to be permanently invalidated will begin terminal leave before retirement, in line with the Pension Act.
- (vii) A hospitalized staff member may be granted up to six (6) months of sick leave with full pay, extendable for an additional six months. After this period, further sick leave will depend on the Medical Board's assessment.

E. Leave of Absence

Leave of absence is generally without pay and falls into three categories:

- (a) Leave granted to staff to take up public, academic, national, or international appointments.
- (b) Leave granted to staff for pursuing academic or professional courses (excluding basic courses such as OND, HND, or first degrees).
- (c) Leave granted for other reasons.

Regulations on Leave of Absence

E1. Academic Staff

- (i) Leave of absence is subject to annual renewal.

- (ii) Leave of absence is not normally granted for staff to take up academic appointments elsewhere.
- (iii) However, academic staff invited to develop new programs in Nigerian universities may be granted an initial one-year leave of absence. An extension of up to one year may be considered thereafter.
- (iv) A staff member taking a full year of leave of absence will not be entitled to an increment for that year unless the work done during the leave benefits the department.
- (v) Leave of absence can only be granted based on recommendations from the Departmental Appointments and Promotions Panel.
- (vi) The University may grant up to three (3) years of leave for staff taking full-time public appointments.
- (vii) If staff wish to continue these appointments after three years, they must transfer their services to the new employer. They may return to the University if vacancies exist.
- (viii) Staff members on leave for international, national, state, or local government service may be granted leave on a tenure basis. Extensions will require justification.
- (ix) Leave of absence for academic or professional pursuits may be granted for up to one year initially, with a maximum of three years if renewed.
- (x) The University may grant leave of absence for one year for domestic reasons, typically for staff accompanying their spouses on leave. Extensions for up to three years are possible if the spouse does not take up a full-time public appointment.
- (xi) Applications for temporary leave of absence for up to three months will be considered by the Vice-Chancellor.

E) 2. Non-Academic Leave

i. The University may grant a leave of absence for up to **three years** to staff members who wish to accept full-time appointments in public service. This leave is subject to **annual renewal**.

If a staff member wishes to continue in such a role beyond the three-year period, they must **transfer their services** to their new employer. However, they may return to the University if they wish, **subject to the availability of vacancies**.

ii. Staff members invited to serve in **International, National, State, or Local Government** roles may be granted leave of absence **on a tenure basis**. If such a staff member receives an extension of service, further approval will only be granted if there are **justifiable reasons** provided by both the staff member and their department.

iii. Leave of absence may be granted for **academic or professional pursuits** for an initial period of **one year**, based on recommendations from the staff member's Head of Unit to the Registrar. This leave can be **renewed annually** for up to **three years in total**.

iv. Leave of absence on **domestic grounds** may be granted for **one year** to staff members wishing to accompany a spouse who is also on leave of absence. This may be extended, for valid reasons, up to a maximum of **three years**, provided the spouse does **not take up full-time public service employment** during that time.

v. Applications for **temporary leave of absence not exceeding three months** may be submitted for consideration and approval by the **Vice Chancellor**.

vi. A staff member who takes advantage of any of these leave provisions shall be considered to have **waived their contractual right to annual leave** for that year. As a result, they will also not be entitled to **other benefits** under these regulations, such as **promotion, study leave, superannuation, or pension**, for that period.

Special Cases of Leave of Absence (With Pay)

1. Holding Double Appointments in the Public Service

Staff members with full-time roles in teaching, research, or administration are generally not permitted to hold more than one paid position in the Public Service of the Federation. Any such secondary paid role must be approved by the Appointments and Promotions Committee on behalf of the University Council. The Vice-Chancellor may grant approval

in urgent cases on the Committee's behalf.

2. Categories of Double Appointments

(a) General Conditions for Accepting Outside Appointments

Staff may accept outside appointments from public institutions such as:

- The Federal Government,
- Public corporations or utilities,
- Local government councils,
- Recognized religious organizations, or
- Other reputable public institutions.

Approval may be granted if:

1. The appointment is part-time and does not interfere with the staff's University duties.
2. The appointment does not conflict with the University's interests.

(b) Typical Types of Double Appointments

1. Roles requiring expertise for which the staff member is already paid by the University.
2. Roles requiring expertise unrelated to the staff member's current University employment.
3. Roles that rely on general experience and civic engagement, not specialized expertise.

3. Regulations for Leave of Absence for Double Appointments

(a) Application Procedure

- All applications must go through the Departmental and Faculty Appointments and Promotions Panels, then submitted to the Registrar for Committee review.
- In urgent situations, the Registrar may refer the case directly to the Vice-Chancellor for approval.

(b) Extension of Leave

- Requests for extension must be evaluated by the Committee on a case-by-case basis.

(c) General Guidelines

1. Time spent on such leave will not count toward confirmation of appointment.
2. Leave is renewable annually and should not exceed three years.
3. Exceptional cases will be treated individually.
4. Staff on leave for over three years will forfeit University accommodation.
5. A staff member may hold no more than two outside appointments simultaneously.
6. All cases are subject to Committee review based on Departmental and Faculty recommendations.
7. Applications must include a letter of invitation from the external organization.

4. Remuneration for Outside Appointments

- The University retains the right to regulate outside appointments for full-time employees.
1. After tax, compensation will be split: 60% to the staff member, 25% to their department, and 15% to the University (subject to Council approval).

2. Payments must be made to the University Bursary, which will disburse funds accordingly.
3. Departmental and University shares must support academic activities, such as publications.
4. Transport allowances are not included in University deductions and must be itemized by the external body.

F. Sabbatical Leave

F.1 Academic Staff

1. Only Senior Lecturers and above are eligible.
2. A minimum of 12 semesters of service is required since first appointment or last study/sabbatical leave.
3. A letter from the host institution requesting the staff member's services is mandatory (especially before processing overseas sabbaticals).
4. No more than 10% of a department's academic staff may be on sabbatical at any time.
5. Approval is not automatic.
6. Applicants must prove that they can be released without additional cost to the University.
7. For Nigerian staff, the University may cover transport costs, based on financial capacity.

F.2 Non-Academic Staff

1. Only staff on LEVEL 11 and above are eligible.
2. A minimum of 12 semesters of service is required.
3. Applications must go through the Head of Unit, Dean, or Provost to the Registrar, with:
 - A statement of the leave's purpose and location.
 - A letter of acceptance from the host institution (must be submitted by December 1 or leave is forfeited).
4. A unit may not release more than 10% of its staff in any year.
5. Approval is not automatic.
6. Applicants must prove releasability and that no extra costs will be incurred.
7. For Nigerian staff, the University may pay full transport cost, if financially feasible.
8. A "term of service" is defined as a period during which duties are fulfilled, excluding valid absences (e.g. illness), at the Committee's discretion.
9. Service is counted from first appointment or from return from prior leave/in-service training (at least one semester).
10. Sabbatical leave cannot be accumulated.
11. Deferment is not allowed. Unused leave by year-end is forfeited, and the staff must reapply.
12. Staff may be considered for one-year sabbatical after six years (12 semesters) of service. Time lost to illness may be counted at the Committee's discretion.
13. All applications must be submitted by the Head of Unit to the Registrar with a host institution's request letter. For overseas cases, the letter must be received before processing. Applications from the University will be reviewed as appropriate.

G. Study Leave

G.1 Academic Staff

1. **Eligibility and Duration**
Study leave may be granted to academic staff:
 - For six (6) months after completing three (3) years of service, or
 - For one (1) year after six (6) years of service.
2. **Application Process**
Applications must be routed through the Head of Department, Dean of Faculty, to the Departmental Appointments and Promotions Panel for review by the Appointments and Promotions Committee.
 - For non-professorial staff in the University, decisions are made at the College level.
 - A letter from the institution of study or research must accompany the application.
3. **Approval Conditions**
 - Approval is not automatic.

- Applicants must show that they can be released from duty without incurring additional costs to the University.
 - For Nigerian staff, transport costs may be covered by the University, subject to available funds.
4. **Term of Service**
A "term of service" refers to any academic period in which the staff member has fulfilled official duties. If part of the term was missed due to illness or valid reasons, the Committee may decide whether it qualifies as service.
5. **Service Count**
- For first-time applicants, service is counted from the date of first appointment.
 - For repeat applications, service is counted from the date of return from the previous study leave or in-service training (of at least one semester).
 - Departmental Appointments and Promotions Panels may recommend eligibility.
6. **Additional Guidelines**
- Study leave cannot be accumulated.
 - In exceptional cases, study leave may be granted if:
 - It exceeds one semester;
 - It is requested before completing six semesters (3 years);
 - It involves extra cost to the University.
 - Such cases require Committee approval, and where financial aid is involved, Council approval is also needed.
7. **Heads of Department**
A Head of Department wishing to go on study leave must submit an application through the Dean or Provost to the Vice-Chancellor, clearly outlining how the department will operate in their absence. The Vice-Chancellor must be satisfied with the arrangements before forwarding the request to the Committee.

G.2 Non-Academic Staff

1. **Eligibility**
Non-academic administrative staff are eligible to apply after six (6) years (12 semesters) of service.
2. **Application Process**
Applications should go through the Head of Unit, Dean of Faculty, and the Deputy Registrar/Secretary, where applicable) to the Registrar for Committee consideration.
- A programme outline and location of study must be submitted.
 - A letter from the host institution must be attached or submitted soon after approval.
3. **Approval Conditions**
- Approval is not automatic.
 - The applicant must demonstrate that their absence will not result in additional cost to the University.
 - Transport costs may be covered for Nigerian staff as finances permit.
4. **Term of Service & Service Count**
- A term of service follows the same principles as for academic staff.
 - Service is counted either from the date of first appointment or return from previous study leave/training of at least one semester.
 - Study leave cannot be accumulated.
5. **Exceptional Cases**
The Committee may consider requests that:
- Exceed one semester;
 - Are made before three years of service;
 - Require additional funding from the University.
- Council approval is needed if financial aid is involved.
6. **Heads of Units**
Heads of Units seeking study leave must apply through appropriate channels to the Vice-Chancellor, outlining arrangements for their absence. The Vice-Chancellor must approve before forwarding to the Committee.
7. **Purpose**
Study leave may be granted:
- For visits to other institutions to gain administrative experience, or

- To undertake projects inside or outside the University to enhance the staff member's skills.

H. Capacity Building

1. Staff may be considered for capacity building regardless of their length of service.
2. Acceptance is conditional on signing a bond.
3. Breach of the bond terms will result in disciplinary action.

Resignation, Withdrawal, or Retirement During Approved Leave

1. Staff may resign, withdraw, or retire during sabbatical, study leave, or leave of absence, provided they meet the following notice requirements:
 - **Professors/Readers:** 6 months' notice or payment in lieu.
 - **Senior Lecturers and below:** 3 months' notice or payment in lieu.
 - **Non-academic staff:** 3 months' notice or payment in lieu.
2. Failure to comply may lead to dismissal and possible legal action.
3. Any staff who does not resume duty within 10 working days after the expiration of approved leave will have their appointment automatically terminated.

I. Secondment

- Secondment may be approved upon request.
- Terms must be negotiated between the University and the receiving organization.
- Staff returning from sabbatical, study leave, or leave of absence must complete at least six (6) months of service before being eligible for another leave.

Contact Information

All staff leaving the University (temporarily or permanently) must provide a current contact address through their Head of Unit to the Establishments Office. Any changes must be reported immediately.

Passages

1. General Rules

- Overseas passage for senior staff is not guaranteed automatically.
- Nigerian staff may be granted economy-class airfare for overseas sabbatical or study leave, subject to funding and Senate/Council approval.

2. Special Medical Grounds

- A staff member or their spouse may be granted return airfare abroad for urgent medical treatment, provided:
 - It is not combined with normal leave passage.
 - It is approved by the Vice-Chancellor based on the Health Board's recommendation.

3. Official University Business

- Airfare for official trips abroad may be authorized by the Vice-Chancellor on behalf of Council.
- No family or baggage allowance applies.
- Travel shall be economy class unless otherwise approved.

4. Medical Insurance

- Staff traveling abroad are encouraged to obtain medical insurance.
- The Insurance Unit of the Bursary Department can assist in securing affordable premiums.

Regulations on Loans and Advances

The following financial support options are available to University staff:

1. Motor Vehicle Refurbishing Loan

Conditions:

- Must be a confirmed staff member.
- Must meet the one-third salary take-home rule.
- Repayment within 24 months.
- Amount granted depends on applicant's repayment capacity.
- Previous beneficiaries must have settled any prior loans.
- A vehicle must be owned and documented.
- Loan comes with a favorable interest rate.

2. University-Assisted Housing Loan

Conditions:

- Must be a confirmed staff member.
- Must meet one-third salary take-home rule.
- Maximum repayment period is 24 months.
- Favorable interest rate applies.

3. Personal Salary Advance

Conditions:

- Open to staff with at least 6 months of service.
- Newly employed staff may be considered under special circumstances.
- Must meet one-third salary rule.
- Repayment is over 6 months, starting the month after disbursement.
- No new advances allowed until 6 months after the previous one is fully repaid.

PERSONAL SALARY ADVANCE REPAYMENT INTEREST AND CAPITAL SCHEDULE

See Table 1 for details

Table1: Personal Salary Advance Repayment Interest and Capital Schedule Table

LEVEL	CAPITAL AMOUNT	INTEREST	1ST DEDUCTIONS WITHOUT INTEREST	OTHER DEDUCTIONS WITH INTEREST

LEVEL 1-3	7,500	328.13	1,578.13	1,250
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LEVEL 4-6	10,000	437.50	2104.15	1,666.67
LEVEL 7-9	20,000	875.00	4,208.35	3,333.33
LEVEL 10-13	30,000	1,312.50	6,312.50	5,000
LEVEL 14-15	50,000	2,187.50	10,520.85	8,333.33

Cash/Touring Advance

This is a short-term financial advance provided to staff members to cover urgent or unforeseen recurring expenses.

Conditions for Granting Cash/Touring Advance:

1. The applicant must be a confirmed staff member.
2. The amount requested must not exceed the applicant's annual salary.
3. Staff with an outstanding or unretired cash advance are not eligible to apply for a new one.
4. All advances must be retired within the timeframe specified in the Financial Regulations.
5. If the advance is not retired within the stipulated period, the outstanding amount will be automatically deducted from the staff member's salary. No refunds will be issued if the advance is later retired.
6. The amount granted should not ordinarily exceed one month's salary, except with the prior approval of the Vice-Chancellor, obtained through the Bursar.

ALLOWANCES

Duty Post Allowances

Allowances for staff in the following positions shall be determined and reviewed from time to time:

- Vice-Chancellor
- Deputy Vice-Chancellors
- Registrar
- Bursar
- University Librarian
- Provost
- Deputy Provost
- Deans of Faculty
- Directors of Centres, Institutes, or Units
- Heads of Departments
- Focal Persons
- Masters/Mistresses of Halls of Residence
- Wardens of Halls of Residence
- Assistant Wardens
- Sub-Deans of Faculty

Acting Appointments and Allowances

General Provisions:

- An acting Head of Department who holds the position for at least four (4) consecutive weeks shall be entitled to an acting allowance at the approved rate, subject to written approval from the Vice-Chancellor.
- Non-academic staff temporarily appointed to act as Head of Unit during the absence or vacancy of the substantive officer shall also receive the appropriate acting allowance. Such appointments must be formally communicated in writing.

Responsibility Allowance for Non-Academic Staff:

- Non-academic staffs who assume full responsibilities of the next higher position shall be entitled to the next incremental step on the salary grade.
- Heads of Units must obtain prior written approval from the Vice-Chancellor before any acting appointment takes effect.
- No acting allowance will be paid for managing a sub-department in the absence of the regular officer or during a vacancy, unless the acting period exceeds 28 continuous days.

Other Allowances

- **Teaching, Research, and Related Allowances:** Paid at the prevailing approved rates.
- **Kilometre (Mileage) Allowance:** Paid according to existing regulations.
- **Rent/Housing Allowance:**
 - Staff residing in University accommodation shall pay rent based on current rates.
 - Housing allowance is subject to review and determined by prevailing regulations.
- **Subsistence Allowance:** Governed by applicable government regulations.

ESTACODE RATES

Officers	Rate
Pro-Chancellor	\$900
Vice-Chancellor	\$600
LEVEL 14–15/LEVEL 6-7	\$425
LEVEL 6–13/ LEVEL 2-5	\$381
LEVEL 1-5	\$206

Payment shall be made in accordance with the prevailing regulations. The trip must be officially approved.

NEW DUTY TOUR (NIGHT) ALLOWANCE

Officers	Rate (₦)
Pro-Chancellor	50,000.00
Vice-Chancellor	40,000.00
Council Members	30,000.00
Principal Officers	30,000.00
Officer on LEVEL 14-15 (LEVEL 6-7)	16,000.00
Officers on LEVEL (12-13) (LEVEL 4-5)	12,500.00

Officers on LEVEL (9-11) (LEVEL 2-3)	12,000.00
Officers on LEVEL (6-8) (LEVEL 1)	12,000.00
Officers on LEVEL (1-5) (Non-Academic)	5,000.00

Audit Matters

The University operates an Audit Department responsible for the following functions:

- Ensuring that all University assets are adequately safeguarded and properly accounted for.
- Verifying that financial transactions are accurately and promptly recorded.
- Protecting the institution from fraud, waste, and other preventable financial losses.
- Assessing and ensuring compliance with the directives of the University Governing Council, University Management, National Universities Commission (NUC), Accountant General of the Federation, Auditor General of the Federation, and other relevant financial regulations.
- Continuously reviewing internal control systems across departments and faculties to ensure they are adequate, relevant, and strictly followed.

The Internal Audit Department will periodically educate the University community about its expectations to promote adherence to the procedures outlined in the University Audit Manual.

This Manual contains detailed policies on revenue generation, expenditure, handover notes, asset registers, signatory specimens, finance committees, financial offices, receipt printing, retirement/clearance of cash advances or imprests, fund approvals, and the opening of bank accounts.

Other Welfare Matters

Medical Care

Staff members and their immediate family (a spouse and up to four children under 18 years) are entitled to free medical consultations and benefits under the Federal Government's National Health Insurance Scheme (NHIS) while in Nigeria.

Overseas Medical Treatment

A staff member or eligible family member may receive medical treatment abroad if:

1. The required medical service is not available locally, and
2. The Board of Health recommends the treatment based on a specialist's assessment.

Application Procedure for Overseas Treatment

Applicants must submit the following to the University Approved University:

- A detailed medical report from the attending physician
- A communication or invitation from the proposed overseas hospital
- Cost estimates for the treatment

The Board of Health must approve the application before treatment begins.

Approved Expenses

If the request is approved, the University may cover the following:

- Round-trip transportation for the patient
- Transportation for medical personnel or an escort, if medically necessary
- Hospital bills, prescribed treatments, tests, accommodation, and meals for in-patients
- Out-patient treatments, medication, and investigations, including a per diem allowance for accommodation, meals, transportation, and incidentals

Treatment During Home Leave (Expatriate Staff)

Expatriate staff may be reimbursed for medical treatment during vacation or contract breaks if a record of any "pre-existing medical condition" is submitted before assumption or resumption of duty. Each case will be evaluated on its own merit.

Treatment During Industrial Actions

When University Health Services are unavailable due to industrial action, reimbursement may be granted for treatment received at approved or designated healthcare facilities. Reimbursement will not exceed the amount that would have been paid at University College Hospital.

Retirement

The statutory retirement age shall be in accordance with applicable regulations.

Pensions

Staffs are entitled to pension benefits under the **Pensions Reform Act 2004**, as amended by the **2014 Pension Reform Amendment Act**, or any subsequent revisions.

Transfer of Pension Rights

Each staff member is responsible for transferring their pension account details from any previous employer to the University and must inform their Pension Fund Administrator of the change.

Retired public servants (except those retired due to ill-health or redundancy) who are eligible for pensions are not allowed to be re-employed on pensionable terms. However, they may be rehired on contract or temporary terms.

Available Funds for Staff Development *Conference Support Fund*

Eligibility Criteria:

1. One local conference support every two years.
2. One international conference support every three years.
3. Priority will be given to staff below the rank of Professor in cases of joint presentations.
4. Lead presenters in joint presentations are given preference.
5. The applicant must have an accepted paper for presentation (exceptions may be made for junior or non-academic staff needing exposure).
6. Presented abstracts will be published electronically.

Application Requirements:

- Formal letter of invitation
- Letter of intent
- Applicant's designation (e.g., Lecturer I, Administrative Officer)

- Applications must be submitted at least three months before the event
- A report must be submitted upon return

Grants

(A) Conference Attendance (CA)

- Available only to confirmed senior staff.
- 70:30 distribution ratio between academic and non-academic staff.
- Only one benefit per staff member every three years; priority is given to first-time applicants.

Application Guidelines:

- Information on fund availability will be announced via University bulletin.
- Application details will be available at the Academic Planning Unit.

(B) Academic Staff Training and Development (AST&D)

- Restricted to academic staff.
- Available for:
 - Staff pursuing PhDs at the University needing to conduct research (benchwork) abroad.
 - Staff admitted into postgraduate programs (local or foreign) recognized.

Application Guidelines:

- Notifications of fund availability are published in the University bulletin.
- Application procedures are managed by the Academic Planning Unit.

(C) Institution-Based Research Fund (IBRF)

- Exclusively for academic staff.
- Allocations are made annually and managed by the University.
- Funds are released in phases upon project approval.

Application Guidelines:

- Announcements made through the University bulletin.
- Further details provided by the Academic Planning Unit.

(D) National Research Fund (NRF)

- For academic staff only.
- The University issues calls for proposals via its website, publications, and national newspapers.

Application Guidelines:

- Details are available on the University website.
- Additional information can be obtained at the Academic Planning Unit.

Note: Principal Officers of the University are not eligible for grants.

Senate Research Grant (SRG) / Advancement Board Research Grant (ABRG)

Once a list of approved applicants is received with supporting documents:

1. The Accountant (Grants) shall generate a Grant Reference Code and notify the Deputy Vice-Chancellor (Academic) or the Director of the University Advancement Centre.
2. A Grant File and Commitment Card will be created for each beneficiary.

Grant Disbursement Schedule:

- **1st Installment:** 50% of the approved amount upon award
- **2nd Installment:** 25% upon retirement/clearance of the first installment
- **3rd Installment:** 25% upon retirement/clearance of the second installment

Staff Development Fund for Non-Academic Staff

Grants from the Staff Development Fund for non-academic staff are awarded based on the following criteria:

1. **Application Procedure:**
Applications must be submitted through the staff member's unit to the Registrar.
2. **Eligibility:**
Grants are awarded only to non-academic staff nominated by their units for training in administrative, professional, or technical fields to enhance competence.
3. **Purpose of Grants:**
Grants are intended to supplement the cost of studies for staff who can be released by their units to pursue training beneficial to both the unit and the University.
4. **Alignment with Institutional Plans:**
Allocations should be based on the unit's projections within the University's five-year rolling plan.
5. **Consideration of Unit Needs:**
As much as possible, allocation of funds should reflect the unique needs of various units and their staff profiles.
6. **Frequency of Grant:**
Staff are generally not eligible to receive the grant more than once every five (5) years.
7. **Grant Coverage (subject to availability of funds):**
 - Return travel for the staff member (and family, if the program lasts one academic year or more)
 - Tuition fees, if applicable
 - A fixed monthly maintenance allowance at approved rates
8. **Short-Term Training:**
Return travel for family members will not be covered for training programs lasting less than one academic year.
9. **Bonding Requirement:**
Staff benefiting from the fund will be bonded to the University.

Staff Audit and Performance Evaluation

1. A **comprehensive staff audit** must be conducted at least once every three (3) years under the direction of Council, initiated by the Registrar.
2. The audit is intended to:
 - Verify accurate personnel costs
 - Identify over-aged, unqualified, or medically unfit personnel for appropriate action
 - Remove individuals not on the official University payroll

Rules on Staff Bonding to the University

1. **Obligations After Training:**
Any staff who receives a development grant is bonded to return to serve the University upon program completion. Failure to do so will result in:
 - Reimbursement of **three times** the total amount spent by the University
 - Repayment of **three times** the salary received during the funded period
 - Refund of **any other financial benefit** accrued during the sponsorship period

2. **Non-Compliance:**
Failure to fulfill bonding conditions may lead to **summary dismissal**.
3. **Employer Notification:**
If the University is aware of the staff's new place of employment, the University will notify the employer of the breach.
4. **Legal Action:**
The University reserves the right to pursue **legal action** to recover funds or enforce bonding obligations.

Other Services in the University ***Centre for Social Orientation (CenSO)***

CenSO is a directorate under the Vice-Chancellor's office, serving as the University's internal equivalent of the National Orientation Agency and Public Complaints Commission, with additional mandates to eradicate cultism and anti-social behavior.

Objectives & Functions

- Campaign against cultism and occult practices
- Promote positive social behavior and character development
- Resolve conflicts between staff, students, and management
- Encourage cordial staff-student relationships
- Raise awareness on avoiding anti-social conduct

How to Support CenSO

- Report cases of intimidation by students or staff
- Avoid walking alone on campus at night
- Verify legitimacy of student associations before joining
- Refrain from participating in violent protests
- Comply with all campus rules and traffic regulations
- Channel complaints through official means
- Report suspicious gatherings or movements to Hall Wardens or Campus Security
- Alert CenSO to potential conflicts in departments or units
- Report anomalies or threats to peace
- Collaborate with CenSO to maintain a safe and productive campus environment

Contact CenSO

- **Phone:** 07033854692, 08055108185
- **Email:** info@luminauniversity.com.ng
- Also available via the www.luminauniversity.com.ng

Directorate of Quality Assurance (DQA)

The Directorate of Quality Assurance (DQA) is the University's primary office for ensuring excellence in all academic and administrative operations.

Purpose

To uphold the University's reputation for quality and international standards in teaching, learning, research, service delivery, and extracurricular activities.

Objectives

- Develop and implement comprehensive Quality Assurance mechanisms
- Establish operational procedures for quality management
- Promote improved customer service and institutional competitiveness
- Build internal capacity for sustained quality assurance

Contact DQA

- **Location:** Central Administration Building
- **Director:** 07033854692, 08055108185

SERVICOM – Service Compact with All Nigerians

SERVICOM is a Federal Government initiative designed to enhance service delivery in public institutions, including universities, in line with global best practices.

Objectives

- Monitor service delivery processes
- Receive and resolve complaints
- Conduct public opinion polls to assess service effectiveness
- Organize workshops on improving service standards

Contact SERVICOM at UI

1. **Focal Officer**
 - **Location:** Central Administration
 - **Email:** info@luminauniversity.com.ng
 - **Phone:** 07033854692, 08055108185
2. **Complaints Desk Officer**
 - **Email:** luminaopenuniversity@gmail.com
 - **Phone:** 07033854692, 08055108185
3. **Complaint Boxes**
 - Available across campus for submitting written grievances
4. **SERVICOM Guilds**
 - Present in all Faculties, Units, and Centres; identifiable by the SERVICOM emblem
5. **Hotlines**
 - 07033854692,
 - 08055108185
6. **Website**
 - Visit: www.luminauniversity.com.ng

Gender Mainstreaming Office

The **Lumina Open University** is committed to promoting gender equity and maintaining a respectful, inclusive, and safe environment for all staff, students, service providers, and members of the University community. The Gender Mainstreaming Office champions this commitment by creating a gender-friendly atmosphere and safeguarding the dignity and integrity of all individuals on campus.

Functions of the Gender Mainstreaming Office

- Organizing **gender sensitization** workshops, research, consultancy, and publishing relevant materials
- **Monitoring gender issues** and compliance across the University
- **Reviewing the University Gender Policy** periodically
- Ensuring **curricula, programmes, and projects** align with the Gender Policy
- **Receiving and investigating complaints** related to violations of the University's Gender Policy
- Overseeing the **implementation of the University's Sexual Harassment Policy**
- Appointing **Gender Focal Persons** in all Faculties, Centres, and Units

University Gender Policy

Aims and Objectives

1. Educate students on the distinctions between **gender and sex**
2. Help students develop the **knowledge, attitudes, and skills** to promote gender sensitivity and responsible behaviour
3. Equip students with tools to **monitor compliance** with gender and sexual harassment policies
4. Publicize and enforce the **Sexual Harassment Policy**, which prohibits inappropriate conduct that undermines human dignity
5. Provide mechanisms for addressing gender issues to promote **equity and justice**
6. Facilitate **swift resolution** of gender-based violence cases via Staff and Student Disciplinary Committees
7. Ensure a **supportive and inclusive environment** for both women and men
8. Foster a conducive setting for **knowledge creation and dissemination**

Sexual Harassment Policy

Aims and Objectives

1. Ensure a **safe and secure environment** free from sexual harassment for all staff, students, and service providers
2. Promote **mutual respect** among all University stakeholders and eliminate academic or workplace exploitation
3. Prevent and eradicate **gender-based violence**
4. Reinforce the University's commitment to **professional development** through non-sexist language and conduct

Contact:

Lumina Open University Gender Office

Phone: 07033854692, 08055108185

Office of International Programmes (OIP)

Established in **April 2025**, the OIP advances the internationalization agenda of the Lumina Open University.

Aims and Objectives

- Expand the University's **global academic and institutional partnerships**
- Empower faculty, staff, and students to thrive as **global citizens**
- Sustain the University's image as **Nigeria's premier institution** through strategic international engagements

Core Functions

1. Coordinate and support **international academic programmes**
2. Promote the University's **internationalization vision**
3. Facilitate **capacity building** for global citizenship
4. Sustain **international partnerships**
5. Provide information on **global opportunities**
6. Encourage the **internationalization of campus facilities and programmes**

Contact:

Office of International Programmes
Lumina Open University
Phone: 07033854692, 08055108185
Email: luminaopenuniversity@gmail.com
Website: www.luminauniversity.com.ng

Research Management Office (RMO)

Established in **2025**, the RMO implements the University's research policy and ensures the practical application of research outputs to meet societal needs.

Key Functions

1. Promote the University's **mission and vision** in research
2. Advise on **research policy** under the Research Sub-Committee of the Development Committee
3. Mobilize **external research funding** through proposal development
4. Maintain active **engagement with funding agencies**
5. Safeguard the University's interests in **grant and contract negotiations**
6. Ensure **financial accountability** in grant administration
7. Promote the **ethical conduct of research**
8. Collaborate to **protect and commercialize intellectual property** and establish knowledge transfer networks
9. Manage the **Research Development Fund**
10. Provide **periodic reports** to the Research Management Sub-Committee
11. Perform any additional functions as assigned by the committee

Contact Address:

Chairman Board of Trustees, Lumina Open University
Phone: 08055108185

Senior Staff

Formally inaugurated on _____, the Senior Staff fosters **social, political, economic, and intellectual engagement** within a family-friendly atmosphere. It also serves as a **community center** for the University.

Features and Membership

- Offers a **relaxation and recreation** hub for staff and their families
- Provides a **children's playground** for members' children
- Open to **senior staff on Level 8 / Level 2 and above**, including retired staff on similar grades
- Select individuals **outside the University** may be granted associate membership
- Activities promote **inter-ethnic social integration** and the **well-being** of members

Contact:

Chairman Board of Trustees
Lumina Open University
Phone: 08055108185
Email: info@luminauniversity.com.ng

PART 2

RULES AND REGULATIONS GOVERNING CONDITIONS OF SERVICE FOR JUNIOR STAFF

Title and Commencement

This section of the Handbook shall be cited as the **Lumina Open University Junior Staff Regulations, 2025** and shall take effect from the date of commencement.

Application

These Regulations apply to all junior staff members across all units established under the **Lumina Open University**. They govern appointments, promotions, and all other conditions of service for Junior Staff on **LEVEL 05 and below**. The provisions also cover matters relating to appointment, tenure, leave, promotion, study leave, and leave of absence—except where Council has provided alternative directives regarding conditions of service for University staff.

Interpretation

Unless otherwise stated, interpretation of these Regulations shall be made by the **Registrar**.

Definitions

For the purpose of these Regulations, the following terms are defined as follows:

- **Adoption:** The legal process of taking a child into custody as provided by Nigerian law.
- **Committee:** Includes relevant bodies such as the Appointments and Promotions Committee (for the relevant staff category), Junior Staff Disciplinary Committee, Housing Committee, and others as approved by Council.
- **Contract Staff:** Retired personnel appointed for a specified term.
- **Criminal Offence:** Includes theft, forgery, corruption, and other crimes involving moral turpitude as defined under Nigerian criminal law.
- **Council:** Refers to the Lumina Open University Council.
- **Department:** Any academic or non-academic unit formally recognized by Council.
- **Established Post:** A position explicitly provided for in the current University budget.
- **Family:** Refers to a spouse and up to four children.
- **Head of Department/Unit:** An individual appointed by the appropriate authority to oversee a department or unit; an Acting Head assumes this role in their absence.
- **In-Service Training:** Training undertaken while employed at the University.
- **Junior Staff:** Employees on **LEVEL 05 and below**.
- **Leave of Absence:** Unpaid leave granted to staff members.
- **Misconduct:** Any action that undermines University integrity or discipline, including (but not limited to):
 - Corruption
 - Dishonesty
 - Drunkenness
 - Insubordination
 - Negligence
 - Record falsification or suppression
 - Absence without leave
 - Failure to resume after authorized leave
 - Causing financial loss through negligence
 - Disobedience of lawful instructions
 - Failure to respond to investigation
 - Dereliction of duty
 - Incompetence
 - Holding multiple paid jobs
 - Unauthorized student enrollment
 - Sexual harassment
 - Unauthorized trading or campaigning

- Lateness
- Falsification of age
- **Promotion:** Upgrading to the next salary grade upon meeting all criteria.
- **Study Leave:** Paid leave granted for academic pursuits after a defined service period.
- **Temporary Staff:** Individuals employed on a non-permanent basis.
- **Unestablished Post:** A position not included in the University's current budget.
- **Unit:** Includes any department, center, or institute.
- **University and Council:** As defined in the Lumina Open University Constitution.

APPOINTMENT

Eligibility

To be considered for appointment, candidates must meet the required qualifications and experience as outlined in the **Scheme of Service for Junior Staff**.

Vacancy Announcements

Vacancies in established positions are typically advertised internally and/or externally, except where positions are to be filled through promotion.

Appointment to Established Positions

Appointments to established positions must be in writing, issued by the **Registrar**, and shall only be valid upon written acceptance by the candidate.

Contract Appointment

Contract appointments are made based on the specific needs of units and are governed by mutually agreed terms and conditions.

Temporary Appointment

- Temporary appointments follow the same process as permanent ones but include a clearly defined duration in the appointment letter.
- Renewals may be granted for research or projects with uncertain timelines, based on the Head of Unit's recommendation to the Registrar.
- Temporary staff shall receive fixed salaries based on their respective grades.

Probation and Confirmation

- New appointments to established positions are subject to a two-year probationary period, after which staff may be confirmed upon satisfactory performance and conduct.
- Temporary appointments to established posts count toward the probation period.
- Confirmed staff transferring from other public institutions in Nigeria must still undergo the University's probation process.
- If performance remains unsatisfactory after two years, probation may be extended by six months (with no salary increment). If performance does not improve, the appointment shall lapse.

Financial Provision

No appointment shall be made unless adequate financial provision has been approved.

Declaration of Age

All staff must declare their accurate age at the time of appointment, supported by valid documentation. Changes to declared age are not permitted.

Medical Examination

Appointments are subject to the issuance of a **certificate of medical fitness** from the University Health Services, to be submitted to the Registrar.

Disqualification

- Individuals with unappealed criminal convictions or those previously dismissed or terminated from employment are not eligible for appointment.
- Any staff who withholds such information shall be subject to **summary dismissal**.
- Staff previously dismissed for misconduct from the University will not be re-employed.

Designation

Staff titles shall conform to the **Scheme of Service for Junior Staff**, or as otherwise determined by Council.

Interviewing Panel

All permanent junior staff appointments shall be made through an interview process conducted by a **Panel chaired by the Registrar**, with representation from the relevant unit.

The Panel may include co-opted members. The **Registrar** will formally communicate offers to successful candidates.

PROMOTION

Appointments and Promotions Committee for Junior Staff

Membership

- **Registrar** – Chairman
- **Bursar**
- **University Librarian**
- **Director of Works**
- **Four Council Representatives**, including three external members
- **Representatives from Colleges and Faculties** (one from each)
- **Deputy Registrar (Establishments – Non-Academic)**
- **Deputy Registrar & Secretary**
- **Secretary** – Nominee of the Registrar

In Attendance:

- **Deputy Registrar (Administration)**
- **Two NASU Representatives**

Promotion Guidelines:

Promotions for junior staff will be determined by the Appointments and Promotions Committee for Junior Staff based on the recommendation of the relevant Head of Unit.

- (a) Any staff member recommended for promotion to a higher position must meet the qualifications and experience required for that role as outlined in the Scheme of Service or as may be defined by the Council. The Committee, however, may waive the qualifications at its discretion and consider extensive experience.
- (b) Acquiring additional qualifications does not automatically result in promotion or an upgrade in position.
- (c) Staff members must have served a minimum of 3 years in their current position since their last promotion or appointment to be eligible for promotion.
- (d) If a staff member has an ongoing disciplinary issue, their promotion will be suspended until the issue is resolved.
- (e) Heads of Units are required to submit recommendations for staff promotion based on:
- Increased responsibility
 - Demonstrated efficiency and high performance
 - Additional academic or professional qualifications (if applicable)
 - Computer literacy
 - Initiative
 - Personal integrity
 - Relevant experience
 - Attitude and work ethic

Point of Entry for Promotion: When a staff member is promoted from one grade level to another, they should enter the new scale at a point that ensures a minimum salary increase.

Duties of Staff: The duties of each staff member shall be as outlined in the current Scheme of Service or as updated periodically.

Posting to Units:

(a) Upon appointment, a staff member may be posted to any unit within the University at the discretion of the Registrar, following consultation with Heads of Units. Staff members are expected to perform any other lawful duties assigned by their Heads of Unit.

Salaries

Point of Entry: Upon initial appointment, a junior staff member will generally enter the University salary scale at the lowest point of the scale.

Enhanced Point of Entry: New appointees with exceptional prior experience, specialized skills, or special qualifications may, with the Registrar's approval and adequate financial provision, be placed on a higher point on the salary scale. This decision will be based on the recommendation of the Interviewing Panel.

Wrongful Placement on the Salary Scale: (a) If a staff member is found to have been incorrectly placed on the salary scale, the Registrar may correct the error at any time. (b) If a salary adjustment is made according to the above, the staff member may be entitled to receive any arrears due or may be required to refund any overpayment caused by the error.

Leave

Annual Leave: Leave will be granted by the Registrar on the recommendation of the Head of Unit. The leave entitlement for staff in a calendar year is as follows:

- LEVEL 02-03: 14 working days
- LEVEL 04-05: 21 working days

Leave Year: The leave year will run from January 1st to December 31st of each year. Staff may take their leave either in full or in installments within this period, subject to unit needs. All leave entitlements must be taken within the year.

Prorated Leave: Staff whose appointments end during the leave year and have served at least six months within that year may be granted prorated leave. If staff take more leave than their entitlement, they will be required to refund the salary paid for the excess days.

Leave Roster:

- (a) Heads of Unit must maintain leave rosters to ensure that all staff take the appropriate leave at times that do not disrupt University operations.
- (b) Staff who join the University mid-year or return from study leave/in-service training will be granted prorated leave, unless they have served at least six months during the leave year.
- (c) Any unused leave from the previous year will not be carried over, except in cases where it is impossible for the staff member to take their leave due to service demands. In such cases, the remaining leave may be carried forward.

Deferment of Leave: Annual leave cannot be deferred, but in special cases where unit exigencies prevent a staff member from taking their leave, a request for deferral may be submitted to the Registrar.

Recall from Leave: Heads of Units may, with the consent of the Registrar, recall a staff member from leave before its scheduled end. Any leave cut short must be taken later at a time that is convenient for the unit.

Casual Leave:

- (a) Staff who have exhausted their annual leave may be granted casual leave, at the discretion of the Head of Unit, which cannot exceed seven (7) days in any leave year and will be granted without salary deduction. The Registrar must be notified in writing.
- (b) In exceptional cases, if both annual and casual leave entitlements have been exhausted, a staff member may be granted additional unpaid leave.

Examination Leave:

- (a) Staff undertaking approved part-time studies will be granted examination leave with full pay for the duration of their exams.
- (b) The maximum duration for examination leave is seven (7) working days in a calendar year.

(c) If the examination exceeds seven (7) working days, the excess days will be deducted from the staff member's annual leave.

(d) If the annual leave is exhausted, the staff member may be granted unpaid leave.

(e) Applications for examination leave must be submitted to the Registrar with the necessary documents, including the examination timetable and approval letter.

Sick Leave:

- (i) Staff absent due to illness is considered to be on sick leave, provided they present a medical report from a registered medical officer or an accredited health maintenance organization (HMO) under the National Health Insurance Scheme (NHIS) or any government medical officer
- (ii) A staff member on annual leave who cannot resume work due to illness may be granted an extension, provided a medical report is submitted.
- (iii) The maximum sick leave allowed for a staff member not hospitalized is six (6) weeks within a 12-month period.
- (iv) If a staff member exceeds the six-week limit, they must appear before a Medical Board to determine if they should be invalidated from service.
- (v) If a staff member is injured while performing official duties, they are entitled to receive full salary until declared fit to return to work or permanently invalidated.
- (vi) A staff member declared permanently invalid by the Medical Board will begin terminal leave, as per the Pension Act.

Study Leave: Study leave is granted with pay, subject to the following conditions:

(a) **Eligibility:** Study leave is only available to confirmed staff members who have worked for at least five years, and the course must be relevant to the staff member's unit.

(b) **Leave Duration:** Initial study leave is granted for up to one year. An extension of up to one year may be granted based on a satisfactory report from the training institution.

(c) Application Process:

- Staff must submit their application through the Head of Unit to the Registrar.
- Applications should include comments on the course's relevance to the staff member's work.
- In urgent cases, the Registrar, on behalf of the Appointments and Promotions Committee, may approve study leave for up to three months, with the Committee notified at its next meeting.

(d) Conditions for Study Leave:

- Study leave is non-earning.
- Subject to fund availability, the following may be paid:
 - Tuition fees from the approved institution.
 - Costs for books and lab equipment.
 - Economy-class travel expenses.

(e) **Bonding:** If the University pays for tuition, books, or travel, the staff member must serve two years for each year of study leave.

Leave of Absence: Leave of absence is typically without pay and may fall under the following categories:

- (a) Leave to take up public, academic, national, or international appointments.
- (b) Leave to pursue academic or professional courses.
- (c) Leave for other reasons.
 - i. The University may grant leave of absence for up to three years for staff taking full-time public appointments, renewable annually.
 - ii. Staff invited to serve in national, international, or public service roles may only be granted leave of absence for the duration of the appointment, with extensions granted based on justification.
 - iii. Staff pursuing academic or professional courses may be granted up to one year of leave initially, with potential annual renewals up to five years.
 - iv. Staff accompanying a spouse on leave of absence may be granted up to one year, extendable to three years, provided they do not take a full-time public appointment.
 - v. Temporary leave of absence up to three months may be approved by the Registrar.
 - vi. Staffs on leave of absence relinquish their contractual rights to annual leave and related benefits, such as promotion, study leave, and pension, for that year.

A. Leave for Sporting Events: A staff member who is part of a recognized University Sports Team may, on the recommendation of the Team Manager:

- 1. Be granted leave by the Registrar to participate in an approved sporting event. The duration of the leave shall be determined as follows: (i) Number of days required for the actual sporting activity; (ii) Number of days needed for travel to and from the location of the event; (iii) Any additional days necessary as certified by the relevant sporting council.
- 2. A staff member granted leave under this regulation will not be eligible for transport reimbursement at University expense if team transport is provided.
- 3. The Head of the unit shall be notified in writing of the leave approval.

B. Leave for Trade Union Activities: A staff member who holds an officer position in a registered Trade Union may be granted leave to attend significant Trade Union meetings and conferences. The leave period shall be determined by:

- (i) The number of days required for the actual conference or meeting;
- (ii) The number of days required for travel to and from the venue.

C. Maternity Leave:

- (i) Any pregnant female staff member is entitled to sixteen (16) weeks of maternity leave with pay.
- (ii) The maternity leave must commence no later than four (4) weeks before the Expected Date of Delivery (EDD).
- (iii) A medical certificate confirming the EDD must be provided no later than two (2) months before the expected delivery date.

(iv) The annual leave for that year will be considered part of the maternity leave. If the annual leave has already been used, the equivalent part of the maternity leave will be unpaid.

(v) This provision also applies to female staff who adopt a child less than 12 weeks old.

(vi) Female staff members nursing a child are entitled to two (2) hours off-duty each day, up to a maximum of six (6) months from the date they resume after maternity leave.

(vii) This benefit also extends to female staff who have adopted a child less than nine (9) months old, with nursing leave granted up to nine (9) months after adoption.

D. Leave for Temporary Staff: Leave for temporary staff shall be determined according to the terms of their appointment.

GUIDELINES FOR PART-TIME STUDY: The following rules apply to the approval and renewal of part-time study for junior staff members:

- (i) Only confirmed staff members are eligible to apply for part-time study. If the staff member commenced part-time studies before being employed, they must defer the program for two years until their appointment is confirmed.
- (ii) A staff member seeking renewal of approval for part-time studies must submit a progress report at the end of each session.
- (iii) Approval for a new part-time program may be granted after completing a minimum of three years following the completion of a previous program.
- (iv) The Registry shall regularly inform each unit about the number of staff enrolled in part-time studies.
- (v) Regarding examinations, part-time students should adhere to the provisions of section 9.0 (C) above.
- (vi) Heads of units shall advise staff to undertake programs relevant to their roles and in the best interest of the University.
- (vii) Staff members on part-time studies are allowed to leave two hours earlier than usual on Fridays.
- (viii) Applications for part-time study must be submitted according to the official schedule, as submissions outside this period will not be considered.
- (ix) Approval for part-time study will be based on the recommendation of the Departmental Appointments and Promotions Panel.

LOANS AND ADVANCES: The following loans and advances are available to University staff:

1. Motor Vehicle Refurbishing Loan
2. University Assisted Housing Loan
3. Personal Salary Advance
4. Touring/Cash Advance

Motor Vehicle Refurbishing Loan: The following conditions apply to this loan, subject to the availability of funds:

- (i) The staff member must be confirmed.
- (ii) The staff member must be capable of repaying the loan, with at least one-third (1/3) of their gross salary available as take-home pay.
- (iii) The loan repayment period is a maximum of 24 months.

- (iv) The loan amount is based on the applicant's financial capacity.
- (v) The staff member must have fully repaid any outstanding balances from previous loans.
- (vi) The staff member must own a vehicle and submit a photocopy of the vehicle's registration.
- (vii) The loan is granted at a favorable interest rate.

University Assisted Housing Loan: This is financial assistance for staff members' building projects. Conditions for granting this loan are:

- (i) The staff member must be confirmed.
- (ii) The staff member must have the capacity to repay the loan, subject to the one-third (1/3) rule on gross salary.
- (iii) The repayment period is a maximum of 36 months.
- (iv) The loan is granted at a favorable interest rate.

Personal Salary Advance: This advance is granted to staff members who request financial support. It is available to newly employed staff at a zero interest rate, in line with financial regulations. Conditions for granting the advance are:

- (i) The staff member must have been employed for at least six months, though new staff can be considered in exceptional cases.
- (ii) The staff member must meet the one-third (1/3) gross pay rule.
- (iii) The salary advance will be repaid over six months, starting the month after the advance is disbursed.
- (iv) A staff member is not eligible for another salary advance until the existing one is fully repaid.

PERSONAL SALARY ADVANCE REPAYMENT INTEREST AND CAPITAL SCHEDULE

LEVEL	CAPITAL AMOUNT	INTEREST	1 ST DEDUCTIONS WITHOUT INTEREST	OTHER DEDUCTIONS WITHOUT INTEREST
LEVEL 2-3	7,500	328.13	1,578.13	1,250
LEVEL 4-5	10,000	437.50	2104.15	1,666.67

Cash/Touring Advance

This is an advance provided for covering recurring expenses in emergency situations.
Conditions for granting Cash/Touring Advance:

- (i) The staff member must be confirmed.
- (ii) The staff member cannot apply for an amount exceeding their annual salary.
- (iii) A staff member with an outstanding or unretired cash advance is not eligible to apply for another.
- (iv) The advance must be repaid within the time frame stipulated by the Financial Regulations.
- (v) If a staff member fails to repay the advance within the specified time, the amount will be deducted from their salary, with no refund if the amount is later repaid.

ALLOWANCES

Overtime Allowance:

Overtime allowance will be paid to eligible staff members at the approved University rates when they work on Saturdays, Sundays, Public Holidays, or exceed their regular working hours on normal working days.

Shift Allowance:

Shift allowance, at the approved University rate, will be paid to relevant staff members who work on shift duty and are not entitled to overtime allowance.

Non-Accident Bonus:

(a) Driver-mechanics, whether permanent or temporary staff, are entitled to an annual non-accident bonus at the approved University rate.

(b) In this context, an "accident" refers to any event causing damage to property or injury to persons or animals, which, in the opinion of the driver's Head of Unit, is due to the way the driver operated or managed the vehicle.

Kilometer Allowance:

Payment will be made in accordance with the prevailing regulations.

Rent/Housing Allowance:

(a) Staff members occupying University quarters must pay rent at the prevailing rate(s).

(b) Housing allowances will be provided according to the rates prescribed by the prevailing regulations.

Subsistence Allowance:

The applicable government regulations will be followed.

ESTACODERATES

Officers	Rate
LEVEL 2-5	\$ 206

Note:

Payment shall be made in accordance with the prevailing regulations. The trip must be officially approved.

DUTY TOUR (NIGHT) ALLOWANCE**Night Allowances for Officers in the Public Service**

Staff	Rate (₦)
LEVEL (2-5)	5,000.00

Discipline
**Junior Staff Disciplinary Committee
Membership**

- **Chairman:** The Registrar
- **Members:**
 - Bursar
 - University Librarian
 - Director of Works
 - Two Council Representatives
 - Head of the relevant unit, unless they are the staff member under investigation or are connected to the issue in question
 - Two or more co-opted members, if necessary
- **Secretary:** Deputy Registrar, Establishments (Non-Academic)

In Attendance:

- Director, University Health Services
- The Legal Officer
- University Solicitor

Terms of Reference:

The Committee is tasked with:

- (i) Investigating and addressing all disciplinary cases involving junior members of staff at the University.
- (ii) Making recommendations to the Council on all disciplinary matters and on any issues that serve the interests of maintaining proper discipline among junior staff.
- (iii) Providing periodic reports to the Council on ongoing disciplinary matters.

Frequency of Meetings:

The Committee will meet monthly, with the dates made public. Special meetings may be held as required.

Tenure of Office:

Elected members will serve a one-year term, which may be renewed for another year, but no member can serve for more than six (6) years.

Co-opted members will serve for a period of five (5) years, which may be renewed for an additional five (5) years.

Disciplinary Procedure

Modus Operandi of the Committee:

The Committee follows the procedure outlined below:

A. Staff Discipline

Disciplinary issues may be initiated by Heads of Units.

- (i) All disciplinary matters should be reported to the Registrar or their delegate, in the absence of the Registrar, through the Head of Unit or their designate.
- (ii) The Registrar may request feedback from the staff member involved via the Head of Unit or their delegate, for appropriate action.
- (iii) Once comments have been received, they will be presented to the Committee, which will determine whether further steps are warranted. The Registrar may act on behalf of the Committee and report back to the Committee accordingly.
- (iv) If further action is needed, the Committee may invite the staff member to defend themselves before making recommendations to the Council for final determination.

- (v) In certain cases, the Committee may forward the matter to a Panel for further investigation if the Committee is unable to handle it directly. All relevant individuals connected to the matter will be invited to assist with the investigation, as necessary.
- (vi) Panels are allowed to co-opt members as needed and call for relevant documentation. A report will be made available to the Committee for necessary action.
- (vii) The Committee is authorized to make recommendations to the Council for the final determination of disciplinary matters.
- (viii) It is crucial that the Council considers all additional information presented by the staff member after their appearance before the Committee.
- (ix) In certain cases, the staff member may be invited by the Council for oral comments if the written comments are insufficient. The Appeals and Petitions Committee will handle such cases and make recommendations accordingly.

(a) Tape Recording/Verbatim Report

Panels appointed for investigations may use lawful means to ascertain the facts, including obtaining written reports and interviewing involved parties (e.g., accused persons, complainants, witnesses). This ensures a thorough investigation and helps identify gaps in written allegations or defenses.

(b) Open Hearing

The Committee may allow an open hearing if deemed necessary.

Failure to Appear before the Committee

If a staff member fails to appear before the Committee or its Panel, they will be suspended from duty without pay until they attend.

Dissemination of Information

Given the sensitive nature of disciplinary cases, the Committee's recommendations should not be made public to avoid unnecessary harm to the concerned staff's reputation. However, the Council may share information with the University community if it deems it necessary.

Gradation of Sanctions

The Committee's sanctions will be proportionate to the nature and severity of the misconduct, the staff member's previous record, their position relative to others, and the gravity of the offense. Possible sanctions include:

- (i) Verbal reprimand
- (ii) Written reprimand (serious)
- (iii) Specific punitive measures, such as:
 - Loss of annual increment for a specified period
 - Delay in promotion or appointment
 - Removal from leadership or administrative positions
 - Deferral of confirmation of appointment
 - Financial surcharge
 - Suspension without pay
 - Forced resignation (non-compliance may lead to termination)
 - Termination of appointment/contract
 - Demotion, if termination alone is insufficient
 - Dismissal (for gross misconduct, including criminal conviction) – following due process

B. Procedure for Staff Complaints

Staff members with complaints should report them through their Head of Unit to the Registrar for appropriate action.

Effect of Disciplinary Measures on Promotion

A staff member who receives disciplinary measures under sections 11.5(ii-iii) may lose eligibility for promotion for one year.

Interdiction:

- (a) If a staff member is charged with a criminal offense (related or unrelated to the University), the Registrar may immediately interdict them from duties.
- (b) Formal notice of interdiction will be given in writing, stating the effective date and reasons.
- (c) An interdicted staff member will receive half of their salary.
- (d) They must hand over any University property in their possession and are prohibited from performing duties or visiting their work location without permission from the Registrar.
- (e) If the staff member is found not guilty, they will be reinstated and receive the withheld salary for the period of interdiction. However, the Council may review the circumstances to determine if the staff member should continue in their role.

Suspension:

- (a) If a Head of Unit deems misconduct unsuitable for dismissal, they may recommend suspension without pay for a period of up to three months.
- (b) If the Registrar determines a prima facie case of misconduct exists, suspension may be enforced while further investigations are carried out. The matter will then be referred to the Junior Staff Disciplinary Committee.
- (c) Suspended staff members are forbidden from performing duties or visiting their workplace without explicit permission. They may be asked to return any University property in their possession.
- (d) Written notice of suspension will be conveyed to the staff member by the Registrar or their delegate on behalf of the Council.
- (e) If found not guilty of misconduct, the staff member will receive any withheld salary.

Termination:

- (a) An unconfirmed staff member with unsatisfactory probation may have their appointment terminated with one month's notice or one month's pay in lieu.
- (b) A confirmed staff member's appointment may be terminated for general misconduct that damages the University's reputation or hampers proper administration, following due process.
- (c) Contract staff may have their appointment terminated before the contract end date due to inefficiency or lack of funds.
- (d) Contract staff may resign before the contract expires by giving one month's notice or paying one month's salary in lieu.
- (e) A confirmed staff member whose appointment is terminated for inefficiency will be given one month's notice or pay in lieu.
- (f) A staff member whose appointment is terminated for inefficiency may stay in University accommodation for up to one month.
- (g) A staff member resigning must give one month's notice or pay one month's salary in lieu and vacate University premises immediately or at the end of the notice period.

Dismissal:

- (a) A staff member found guilty of charges during interdiction may be dismissed, and no salary will be paid for the period of short-payment.

- (b) (i) Failure to disclose a criminal conviction will lead to immediate dismissal.
- (ii) A staff member convicted of a criminal offense will not receive salary until the Council considers the case. If acquitted on appeal, the decision to continue in service and the payment of back salary will be determined by the Council.
- (c) If convicted of a criminal offense, the staff member will be dismissed, effective from the conviction date.

Dismissal may also occur if the staff member:

- (i) Accepts or solicits a bribe in relation to University affairs.
- (ii) Acts against the University as an attorney or agent.
- (iii) Falsifies records or testimonials.
- (iv) No notice or salary in lieu will be given in cases of dismissal for misconduct. The dismissal takes effect from the decision date.

Warnings:

- (a) A staff member committing misconduct or performing inefficiently may be verbally warned or queried.
- (b) If a staff member's conduct or work is unsatisfactory, they will receive a query. If the reason is deemed adequate, no further action will be taken. Otherwise, a written decision will be recorded.
- (c) Written warnings or queries will be forwarded to the Registrar for recording in the staff member's service record.

ACCOMMODATION

The Junior Staff Housing Committee caters for the accommodation of Junior Staff within the University system.

The Junior Staff Housing Committee Composition/Membership

Registrar	-	Chairman
Director of Works	-	Member Deputy Registrar (Establishments)
(Non Academic)	-	Member
Deputy Registrar(Legal)	-	Member
Chief Security Officer	-	Member
Chief Health Officer	-	Member President
NASU	-	Member

In Attendance

Director of Audit
 Director, Physical Planning Unit Deputy Bursar (Administration)
 Registrar's nominee - Secretary

Existing Rules and Regulations Governing Allocation

- (i) The Committee reviews applications from staff members within LEVEL 2–5.
- (ii) Staff members who are promoted to LEVEL 6 will no longer be eligible for accommodation or other related privileges associated with Junior Staff quarters, such as changing accommodations.
- (iii) Staff members can apply for accommodation allocation after completing the necessary forms and having their appointments confirmed.

- (iv) New allotments will only be for designated apartments.
- (v) An allottee is eligible for a change of accommodation only after two (2) years from the initial allocation.

Vacation of Quarters

- (i) Staff members who vacate allocated quarters must provide the Committee with a written notice of one month for further necessary actions.
- (ii) Vacated quarters will be inspected by the Security Unit, Estate Unit, Works and Maintenance Department, and the Secretary.
- (iii) Staff members will not be cleared if the vacated quarters are found to be in poor condition.
- (iv) Staff members will be required to complete necessary repairs before vacating the quarters.
- (v) A staff member will be charged for any damages that are not repaired before vacating.

Retirement from the University

- (i) Staff members retiring from the University must vacate University quarters no later than their retirement date.
- (ii) A retiring staff member who remains in University quarters beyond this date will be subject to legal eviction.

Dismissal, Lapsed, and Terminated Appointments

Staff members who are dismissed or whose appointments are terminated will not be covered by the rules above but will be subject to the conditions specified in their letter of disengagement from the University.

Prolonged Absence

- (i) Staff members on leave of absence must make appropriate arrangements to pay their rent on time. Failure to do so will result in legal eviction.
- (ii) No staff member may leave a house or flat unoccupied indefinitely while away from the University. After three (3) years, the property will revert to the Committee.

Resignation

- (i) A staff member resigning from the University must vacate their quarters no later than the expiration of their resignation notice.
- (ii) Occupancy beyond the resignation notice period will result in the University taking legal steps to evict the staff member.
- (iii) The Chairman, on the advice of the Committee and upon request by the staff member, may approve an extension of stay for a period not exceeding three (3) months.

Transfer of Unoccupied Accommodation

Houses are allocated to staff with the understanding that they will occupy them. Any staff member who fails, neglects, or refuses to occupy the accommodation or allows someone else to occupy it without the Committee's approval will have their allocation revoked, and the University will legally repossess the accommodation.

Widows and Widowers

Widows and widowers of staff members who die while in service will be offered support and assistance as a courtesy. However, they will not be allowed to remain in University quarters for more than one year after the death of their spouse.

Other Rules Governing Allocation

- (i) Any staff member found to have provided false information on the accommodation application form will be removed from the list of applicants and may face sanctions for dishonesty.
- (ii) Staff members who are allocated houses/flats must occupy them within two (2) weeks from the date of the allocation letter. Failure to do so will result in immediate forfeiture of the allocation. (Minor repairs and redecoration are not acceptable reasons for refusing to move in, as they can be done after occupying the property.)
- (iii) Any refusal to take up an allocation that meets the stated requirements for the applicant's choice will prevent further applications from the staff member, provided that the accommodation is not in a state of disrepair.

Use of Residential Quarters

- (i) Staff members are responsible for maintaining peace, order, and cleanliness in the residential quarters.
- (ii) A quiet atmosphere conducive to a serious academic environment is expected in staff quarters, with quietness to be maintained from 11:00 p.m. to 6:00 a.m. Late-night parties are prohibited.
- (iii) Residents of houses or flats are not allowed to make modifications to the building structures, and no part of the building should be used as a shop, business center, or for any other non-residential purpose.
- (iv) Domestic animals such as goats, sheep, dogs, or poultry must not be allowed to roam freely. Poultry may be kept in cages as long as it does not cause a nuisance (e.g., offensive smell).
- (v) Staff members living on campus are expected to keep their surroundings clean at all times.
- (vi) Staff members living in blocks of flats should agree on how to clean their premises.
- (vii) No staff member is exempt from participating in the cleaning arrangements for their block.
- (viii) Failure to comply with cleaning arrangements will result in severe sanctions.
- (ix) Staff members are required to inform the Registrar's Office of their date of occupation and submit the keys to the Works and Maintenance Department when there is a change of accommodation.
- (x) These rules do not exclude the signing of a tenancy agreement.
- (xi) Staff members should note that these rules may be updated periodically based on recommendations from the Committee and approval by the Governing Council.

Available Fund for Staff Development

Conference Support Fund

Criteria for Award

The following principles apply:

1. Support for one local conference every two years.
2. Support for one international conference every three years.
3. Preference will be given to staff below the grade of Professor if there is a joint presentation.

4. In case of a joint presentation, preference will be given to the lead presenter.
5. An accepted paper for presentation at the conference is required. Exceptions may be made for junior academics and non-academic staff who need exposure at local and international conferences.
6. The abstract of the papers presented will be published electronically.
7. Applications for conference support must include:
 - A formal letter of invitation
 - A letter/statement of intent
 - The status of the applicant (e.g., Lecturer I, II, Administrative Officer, Research Assistant, etc.)
8. Applications for conference support should be submitted at least three months before the conference/workshop.
9. Applicants must submit a report upon returning from the conference.

Other Welfare Matters

As contained in Regulation of PART 1 (Regulations Governing Conditions of Service for Senior Staff) of the Staff Information Handbook.

Retirement

As outlined in Regulation of PART 1 (Regulations Governing Conditions of Service for Senior Staff) of the Staff Information Handbook.

Pension

As detailed in Regulation of PART 1 (Regulations Governing Conditions of Service for Senior Staff) of the Staff Information Handbook.

Rules on Staff Bonding to the University

A staff member who receives sponsorship from the University for Study Leave must return to the University upon completion of the program. Failure to do so will result in the staff member being liable to:

- (i) Pay a sum equal to three (3) times the amount spent by the University on the staff member.
- (ii) Refund a sum equal to three (3) times the total salary received during the study leave period.
- (iii) Refund any other amount the staff member received through the University.
- (iv) A staff member who fails to comply with the above conditions will be subject to summary dismissal from the University.
- (v) The University will notify the staff member's current employer/institution about the staff member's conduct.
- (vi) The University may initiate legal proceedings against the staff member.

Staff Audit and Performance Evaluation

As outlined in Regulation of PART 1 (Regulations Governing Conditions of Service for Senior Staff) of the Staff Information Handbook.

PART3

COUNCIL COMMITTEE ON SECURITY CODE OF CONDUCT FOR SECURITY STAFF

1.0 Security staff in the service of the University shall abide by the following Code of Conduct:

S/N	Code of Conduct	Penalty
1.	Not be absent from duty without permission from the appropriate officer or reasonable cause or report late for duty.	Written warning for lateness for first offender. Loss of pay for the period of absence for first offender. Note: where the staff is habitual in the breach of this code, stricter punishment shall be meted out.
2.	Account for or make proper and true return of any property belonging to the University in his/her possession whenever required to do so.	Written warning / payment for the cost of such loss(es).
3.	Not directly or indirectly solicit, accept or receive a present, or bribe, gratuity or reward either in kind or cash from anyone in the course of performing his/her duty or in any way involve himself/herself in any act of dishonesty or impropriety.	Dismissal
4.	Not place himself/herself in a position where he/she is in debt to any person who is interested in any matter in the University.	Written Warning for first offender
5.	Not misuse / abuse the position as a security staff of the University.	Serious written warning for First offender
6.	Not wilfully or negligently lose or damage any article of clothing or accoutrement or any document or other property of the University issued to him/her or used by him/her or entrusted in his/her care.	Written warning and payment for the cost of replacement.
7.	Report to his/her Head of Department within 24 hours any loss or damage to clothing or other articles supplied to him/her or entrusted to his/her care.	Written warning for first offender
8.	Not act in any manner prejudicial to good order and discipline or unbecoming of a member of the Security Unit.	Serious written warning
9.	Obey or carry out any lawful instructions given; orally or in writing, by a security staff senior in grade to him/her or any other Officer of the University who is designated to give such instruction.	Termination of appointment as maximum punishment
10.	Not take any alcoholic drink while he/her is on duty, or bring alcoholic drink to his/her allocated beat or post; He/she shall not demand or endeavour to persuade any person to give him/her any alcoholic drink while he/she is on duty.	Loss of promotion for first offender

11.	Not make or sign a false statement in an official Document or book.	Dismissal as maximum punishment.
12.	Not be oppressive or tyrannical in his/her conduct To any member of the Security staff, or any member of the University.	Serious written warning for first offender
13.	Not use obscene, abusive, or insulting language on Any member of the University community (staff and students).	Written warning for first offender
14.	Not withhold from the Head of Department any information touching on any security problem or in respect of any member of the public considered to be a security risk in the University.	Termination
15.	Work at his/her beat regularly and properly, he/she shall not sleep while on duty; he/she shall not leave his/her beat or post without due permission or Sufficient cause.	Termination as maximum punishment
16.	Not negligently permit a suspect to escape or in Any way neglect to perform his/her official duty.	Termination
17.	Not carry on any trade, business, or profession during working hours, or accept/engage any other paid employment, trade or business which is in conflict with the security services of the University Or his/her terms of employment.	Termination as maximum punishment
18.	Not spread rumours capable of inciting the security staff to rebellion or causing disaffection among members of the security Department or anyway Interfere with orderliness or good relationship of members of the University community.	Termination as maximum punishment
19.	Be neat, properly and formally dressed while on duty.	Written warning for first offender
20.	Not disclose to unauthorized person(s) any official secrets which come to his/her knowledge in the Course of his/her official duties.	Termination as maximum punishment

Penalty for Repeated breach of the Code of Conduct

Notwithstanding the penalty provided for breach of any Code of Conduct, a security staff shall be liable to termination of appointment or reduction in rank, or suspension of annual increment, or dismissal if found guilty for repeated breach of any of the provisions of the Code of Conduct;

If the Security Staff:

(i) Had been warned in writing previously up to three times by his/her Head of Unit or was given a serious warning in writing by the University for breaching the Code;

(ii) Had previously been given two serious warnings in writing by the University for breaching the Code;

(iii) Commits any act of gross misconduct such as dishonesty, disloyalty, tyrannical conduct, gross negligence of duty or general misdemeanour resulting in loss of property either of the University or individual staff/student of the University within the campus, or in the course of carrying on University duties or assignments, or the act is one capable of causing

embarrassment/disrepute to the University or he/she acts in a manner which the University considers to merit any of the penalties stated above.

GUIDELINES IN WRITING CURRICULUM VITAE TO AID ASSESSMENT OF EMERITUS PROFESSORS

CURRICULUMVITAE

- I.** (a) Name: Surname first and please underline the surname
(b) Date of Birth: Day, Month, Year e.g. (09 March, 2015)
(c) Department
(d) Faculty
- II.** (a) First Academic Appointment at LOU:
(b) Date of Promotion/Appointment to the rank of Professor:
(c) Date of Retirement from the University
(d) Number of years spent in University Service
(e) Number of years on Leave of Absence
- III.** University Education (with dates)
- IV.** Academic Qualification (With dates)
- V.** Professional Qualifications and Diplomas (with dates)
- VI.** Scholarships, Fellowships and Prizes (with dates) in respect of undergraduate and postgraduate work only.
- VII.** Honours, Distinctions and Membership of Learned Societies
(a) National
(b) International
- VIII.** Details of teaching experience at University level
(a) Teaching of undergraduate students
(b) Supervision of undergraduate students
(c) Teaching of postgraduate students (Master, MPhil. And PhD)
(d) Supervision of postgraduate students (Master, MPhil., M.P.H, MD and PhD)
- IX. DETAILS OF ADMINISTRATIVE EXPERIENCE**
- X. DETAILS OF COMMUNITY SERVICE**
(a) Locality of the University
(b) National
(c) International

THE FOLLOWING SECTION SHOULD CONSTITUTE A SEPARATE ATTACHMENT TO THE CURRICULUM VITAE

- XI. RESEARCH OUTPUT**
a) Completed
b) In progress
c) Dissertation and Thesis

XII. PUBLICATIONS

- (a) Books Already published
- (b) Chapter in Books already published
- (c) Articles that have already appeared in Refereed Conference Proceedings
- (d) Patents
- (e) Articles that have already appeared in Learned journals
- (f) Books, chapters in Books and articles already accepted for publication.
- (g) Technical reports and monographs.

IMPORTANTNOTES:

- (i) Journal articles should be reported as follows:
Author (Surname, Initials); Year in Bracket; Title, Journal in italics; Volume in bold, Pages.
State the country of origin/location of the Journal
- (ii) Provide the following information along with list of publications-
 - a) Number of single authored articles
 - b) Number of article sco-authored with students/colleagues at the time of publications
 - c) Number of article sco-authored with other local collaborators.
 - d) Number of article sco-authored with foreign collaborators
 - e) Asterisk the publications after promotion to Professorship.

XIII. MAJOR CONFERENCES ATTENDED IN THE LAST FIVEYEARS PRIOR RETIREMENT

XIV. GRANTSATTRACTEDTOTHEUNIVERSITY(provide title, amount and dates)

XV. OTHER BENEFITS TO THE INSTITUTION WITH DATES (e.g. buildings, equipment etc.

XVI. 5-YEARPROPOSEDPLANBYTHECANDIDATE

APPENDIX3

REGULATIONS AND GUIDELINES OF PROMOTIONS FOR ACADEMIC STAFF LUMINA

OPEN UNIVERSITY

APPOINTMENTS AND PROMOTIONS COMMITTEE FOR ACADEMIC STAFF

REGULATIONS AND GUIDELINES OF PROMOTIONS FOR ACADEMIC STAFF

PROMOTION EXERCISE

CONTENTS

- A. PREAMBLE
- B. OBJECTIVES
- C. PROCEDURE
- D. CRITERIAFORPROMOTION
- E. THEUSEANDROLE OFINTERNALAND EXTERNALASSESSORS
- F. FINALISATIONOFPROMOTIONCASES
- G. GUIDELINESFOREXTERNALASSESSORS
- H. CRITERIAFORAPPOINTMENTSAND PROMOTIONS
- I. PROCEDURE
- J. APPEALS FOR RECONSIDERATION OF DECISION OF APPOINTMENTS AND PROMOTIONS COMMITTEE
- K. EFFECTIVEDATEOFPROMOTION
- L. PROCEDUREFORAPPOINTMENTS
- M. PROMOTIONDURINGLEAVEOFABSENCE

ATTACHMENT I	GUIDELINES ON THE REGULATIONS FOR PROMOTIONS OF ACADEMIC STAFF OF THE LIBRARY
FORM SAS 1	FORMAT FOR RECOMMENDATIONS FOR PROMOTION BY DEPARTMENTS
FORMSAS 2	CURRICULUM VITAE FORMAT
APPENDIX 1.	DUMMY OF SCORING OF PUBLICATIONS

A. PREAMBLE

Universities are citadels of learning, knowledge-producing institutions and repositories of fundamental knowledge. The major functions of a university are teaching/learning, research and community service. Research is central to these activities, in so far as effective teaching is based on research outcome while effective participation in community service that is knowledge-oriented is also based on research outcomes. Universities should distinguish themselves from other tertiary institutions of learning by focusing more on research, most especially basic research for knowledge creation and applied research to address problems of production through innovation. Without research, universities would be no better than glorified secondary schools. Universities are, therefore, expected to make research their priority. A good university is known and judged by the quality of the output of her research. Universities are expected to reflect the best in terms of contemporary knowledge and academic content.

What makes a sound academic depends largely on the extent to which one's colleagues, peer groups and students are able to read one's contributions, in the form of scholarly publications. The research strength of universities is measured by citations in bibliometric indices per faculty member, based on the number of articles by faculty members in international journals and edited books by reputable publishers.

The desire of the Lumina Open University is to be a leading research-intensive university; hence, emphasis has to be placed on research and scholarly publications. This is in keeping with the Vision and Mission of the Lumina Open University. Moreover, in keeping with our collective vision that the Lumina Open University should be more of a postgraduate than an undergraduate institution, research has to remain the main focus of both staff and students in the university. Overall, the university must aspire to attain and retain globally acceptable standards of appraisal for our staff and students

B. OBJECTIVES

To encourage, acknowledge and reward:

- (i) sound scholarship;
- (ii) effective and competent teaching; and
- (iii) professional competence and technical skills where appropriate.

C. PROCEDURE

1 (a) There shall be a standing Appointments and Promotions Panel in every Academic Unit (Department, Faculty, College, Institute, Kenneth Dike Library). The membership of the Faculty and College Promotions Panels shall be as specified in Subsections 6.2.4 and 6.2.5 (page 37) in the Staff Information Handbook. The membership of Departmental Promotions Panel should not be below the level of Senior Lecturer (or its equivalent status in respect of the Library (Principal Librarian) and Research Units (Senior Research Fellow)). This means that academic staff of the Senior Lecturership grade (or its equivalent) and above should constitute the membership of Departmental Promotions Panel. The Panel shall comprise two parts: Part I and Part II. The Part I shall be made up of Senior Lecturers and above and shall consider applications for leave and promotion of candidates up to the Senior Lecturership grade. Part II, made up only of Professors, shall consider promotion applications to the Professorial Cadre.

(b) The promotion exercise begins with the Head of Department receiving a circular announcing the commencement of the exercise.

After receiving the circular on promotion from the Establishments Division, the Head of Department shall inform all academic staff in his/her Department. Each candidate shall indicate in writing the grade for which he/she desires to be put up by the Department.

The Departmental Promotions Panel shall meet to consider the cases of all candidates for promotion.

The departmental recommendation on a candidate should be forwarded to the Deputy Registrar (Establishments) through the Dean and all members of the Departmental Promotions Panel should endorse the minutes of the Panel's meeting.

The recommendation of the Departmental Promotions Panel on every recommended candidate must go to the Faculty A&P Panel. It is the responsibility of the Faculty A&P Panel to present the recommended cases to the Appointments and Promotions Committee (A&PC) for Academic Staff.

(c) Promotion cases that fail at the departmental level should be rested there and not taken to the Faculty A&P.

In such a case, the candidate should be informed formally in writing within 72 hours of that decision stating the reasons for the failure of his/her case (This should be done at the departmental level).

(d) A member of staff not recommended for promotion at the departmental level is entitled to forward a statement of his/her case through the Dean/Director to the College/Faculty A&P Panel, setting out his/her claims to be considered for promotion. Such an application shall be referred to the appropriate department for comments. Such a candidate may be invited by the College/Faculty A&P Panel to defend his/her case.

(e) The recommendation shall indicate clearly, the progress the candidate has made since he/she was last put up for promotion.

(f) The work done since the candidate's last promotion should be indicated in single asterisk, while work done since he/she was last put up for promotion should be indicated in double asterisk (The asterisk should be placed as a superscript before the number of the publication).

(g) The candidate's CV should contain the dates (i) of his/her last promotion or appointment and, (ii) when he/she was last considered for promotion and to what grade.

1. Assessment of Publications

(i) Where a publication is the result of a joint effort between the person being considered for promotion and others:

(a) there must be a clear statement from either the Head of Department or someone in a position to know, including the candidate, of the percentage contributions of the candidate to the publications.

(b) The percentage contributions of each candidate MUST be indicated for ALL multiple – authored publications.

(c) In addition to existing provisions, the following will be applicable henceforth:

- Where there are 2 authors, the first or corresponding author cannot claim more than 80%;

- With 3 authors, the first or corresponding author's claim cannot exceed 70%
- With 4 authors, the first or corresponding author's claim cannot exceed 60%
- With 5 authors, the first or corresponding author cannot claim more than 50%
- Where there are more than 5 authors, the first or corresponding author's claim cannot exceed 50% while no author should be given less than 20%.

Please note that the above provisions are also applicable to non- journal publications.

- A candidate seeking promotion to the grade of Reader or Professor should be First or Corresponding Author in at least 25% of his/her entire publications.

(iii) Acceptable publications include a refereed book, journal articles, articles in refereed conference proceedings, monographs, technical reports, patents and copyrights. All must possess distinctive academic quality, originality and contribution to knowledge.

(iv) The following categories of publications are recognised for purposes of assessment:-

A. Books/Chapters in Books/Refereed Conference Proceedings

1. Definition of a Book: For the purpose of a promotion exercise, a book is regarded as a publication of more than eighty (80) pages, cover excluded. A book must have an ISBN number.
2. Publishers should be:
 - i. those that are recognized by the particular Faculty/Department;
 - ii. academic units at the University level, research centres (public and private) and professional bodies (academic and technical); and
 - iii. others as may be decided upon from time-to-time.
3. Evidence of peer review should be requested for at the departmental level.
4. Textbooks published for primary and secondary schools are unacceptable for promotion purposes.
5. A published book should be the product of a rigorous assessment by academics in the area of specialization.
6. A book must be edited by a reputable scholar and published by a reputable publishing house.
7. Chapters in the same book are to be listed as a, b, c..... and rated together as one.
8. In addition to the provisions above, the following should also be noted in respect of Books:

(i) Categorisation in terms of quality:

Grade A (0-10 points)

This should be an academic book reporting new research findings.

Grade B (0-5 points)

These are creative books

Grade C (0-3 points)

These are tertiary-level textbooks and reviews.

Grade D (0-2 points)

These are teaching manuals.

NOTE:

- i. The Distance Learning Centre's (DLC) teaching materials and similar manuals from recognised ODL- based degree awarding institutions are in this category.
- ii. Such manuals must meet the defining criteria of a book (as contained on p. 4 of this document).
- iii. A candidate is allowed to list not more than two of such materials in his CV for promotion.

Grade E (0-3 points)

These are full length book translations.

NOTE: Such works of translation must not have been published by the same author in more than one language.

(ii) Book Review and Creative Work

As is done for editorial work and creative books, book review and other forms of creative work (such as sculpture, printing, musical work, etc.) are to be scored from 0-5 points.

Each Faculty Promotion Panel should decide what constitutes book review using such parameters as minimum pages or whether the work is an updating of an earlier work on the same subject etc.

A. Technical Reports and Monographs

(i) A technical report should be defined as a document that describes the process, progress, or results of technical or scientific research or the state of a technical or scientific research problem. Unlike other scientific literature, such as scientific journals and the proceedings of some academic conferences, technical reports rarely undergo comprehensive independent peer review before publication. Where there is a review process, it is often limited to within the originating organization. Technical reports must:

- a. bear the imprints of sponsoring agencies, and
- b. be properly certificated (candidates must supply letters of commissioning by sponsoring agencies and such should be verified by the Deans, where possible).

(ii) A monograph is a research paper on one particular subject. It must be the product of an original research and must be published or accepted for publication in a reputable outlet. Monographs should also bear imprints and be peer reviewed.

(iii) Since a monograph does not go through the same level of peer review as a journal article, the maximum score for a monograph is 2.

(iv) Lectures delivered at workshops and seminars are unacceptable as technical reports and monographs.

Definition and Allotment of Points for Technical Report and Monograph The University should re-emphasize the provision that

(i) A monograph should be defined as “a research paper on one particular subject. It must be the product of an original research and must be published or accepted for publication in a reputable outlet”. Monographs should also bear imprints and be peer reviewed.

(ii) Since a monograph does not go through the same level of peer review as a journal article, the maximum score for a monograph should remain 2.

(iii) It should also be emphasized that lectures delivered at workshops and seminars are unacceptable as technical reports and monographs.

A. Journals

1. Journals of international standard are as determined by the Faculty A&P Panel in consultation with the Departmental A&P Panel. The articles in such journals must be peer-reviewed, indexed and should reflect international authorship.

Though journals of international standard may not necessarily be location-bound, the fact still remains that all the journal articles of candidates should not be totally local. A reasonable number of articles should, at least, be published off-shore and should be international. This means that some of the journal articles should be published outside the country.

A candidate being put up for promotion to the grade of Senior Lecturer and up to the grade of Professor should have a reasonable number of journal articles published outside the country.

2. Local journals are determined by the Faculty A&P Panel in consultation with the Departmental A&P Panel. Articles in these journals must be refereed, and may or may not be indexed. Contributions and circulation may be limited to Nigeria.

3. For purposes of promotion to the grade of Senior Lecturer and above, not more than 10% of a candidate's entire publications should be in journals that have not gone beyond three (3) Volumes.

4. All journals, hard copy or electronic, must be peer-reviewed.

5. Journals based in Colleges of Education and Monotechnics/Polytechnics are unacceptable for promotion purposes.

6. The location of the journal (country only, not city) in which an article is published should be indicated in brackets after each citation in candidates' CV.

7. In respect of promotion to the grade of Lecturer I, not less than 40% of the articles in journals should have been published in journals of international standard. (International in this context is not location - bound).

8. In respect of promotion to the grade of Senior Lecturer not less than 60% of the articles in journals should have been published in journals of international standard. (International in this context is not location - bound).

9. In respect of promotion to the grade of Reader and Professor not less than 70% of the articles in journals should have been published in journals of international standard. (International in this context is not location – bound).
10. In respect of promotion to the grade of Reader and Professor not more than 33% of the total number of journal papers should have been published in the same journal.
11. The recognised categories of journal article are:

- i. Full Length Article - 0-5 points
- ii. Short Communication - 0-3 points
- iii. Review Article – 0-5 points

NOTE: A candidate must provide a letter from the journal's editorial board soliciting the review.

- iv. Letter to the Editor - 0-2 points

B. Other things to Note on Journal and Non-Journal Publications

1. Books, chapters in books, refereed conference proceedings, monographs, technical reports, copyrights and patents shall be assessed. However, in order to accommodate the peculiarities of the various disciplines in the Lumina Open University, they should not constitute more than 40% of the candidate's publications.
2. A patent refers to "A declaration issued by a government agency declaring someone an inventor of a new invention and having the privilege of stopping others from making, using or selling the claimed invention" while a copyright is "The right by law to be the entity which determines who may publish, copy and distribute a piece of writing, music, picture or other work of authorship"
 - i. Every patent accepted for appointment and promotion must have gone through standardised procedures and must have been certificated by designated authorities.
 - ii. A copy of the patent's certificate must be presented before its acceptance for promotion purposes.
 - iii. Copyrights are recognized intellectual works and carry the maximum score of 5. Every copyright that is to be considered for promotion purposes must be certificated.
2. For Part II promotion candidates, publications that are not in print as at the time of application for promotion shall not constitute more than 10% of the candidate's entire publication being presented for assessment.
3. For candidates seeking promotion from the grade of Lecturer I to Senior Lecturer, 75% of publications should be published.
4. Internal assessors should comment on each publication, including stating its contribution to knowledge and relevance to the candidate's field.

C. Scoring:

Each publication should then be scored using the following system:

- (i) Books - 0 to 10 points

- Grade A (0-10 points)

This should be an academic book reporting new research findings.

- Grade B (0-5 points)

These are Creative Books

- Grade C (0-3 points)

These are tertiary level textbooks, reviews and teaching manuals.

- Grade D (0-2 points)

These are teaching manuals.

- Grade E (0-3 points)

These are full length book translations.

(ii) Chapter in Book - 0 to 3 points

(iii) Refereed Conference Proceedings - 0 to 2 points

(iv) Teaching Manual, Monographs and Technical Reports¹ - 0 to 2 points

(v) Patents - 0 to 10 points

(vi) Copyrights - 0 to 5 points

(vii) Journal Articles - 0 to 5 points

(viii) Revised Chapter in Book - 0 to 2 points

Where the contributions of a candidate to the revision of a chapter (or chapters) in a book (or books) can be clearly ascertained, such contributions should be appropriately credited. However, such an effort should not attract more than two (2) points.

(ix) Letters to the Editor, etc - 0 to 2 points

Letters to the editor, short notes and technical book reviews should be accepted and scored as publications but the Faculty should take a decision on their quality and acceptance as publications. Items to be included under this category must be reporting breakthroughs. They should however not attract more than two (2) points.

(x) Case report - 0 to 3 points

This should not attract more than 0-3 points.

(xi) Editorial work - 0 to 3 points

Where a candidate is involved in editing a book, the editorial input will be scored on a scale of 0-3.

In listing publications, a separate line should be created to show the editorial work carried out by a candidate in a particular publication as distinct from the real contribution in terms of the content of books or chapters in books. In this wise, the whole book should be submitted for assessment.

D. General information:

(i) A one page summary of Research Focus is to be prepared by candidates for External assessor's consideration along with the list of publications. A candidate's Research Focus MUST NOT exceed one page. It must clearly state their areas of speciality and sub-speciality, and their significant contributions within such. The recommended font type, size and line spacing are Times New Roman, 12 and 1.5.

(ii) External assessors being nominated must be in the same area of specialisation with the candidates they are to assess.

(iii) Letters to assessors must request paper-by-paper assessments (i.e. narratives) of candidates' publications.

(iv) The year for which a candidate is seeking promotion must be clearly indicated at the top of his/her CV

(v) Every academic staff is expected to do an annual update of his/her CV whether he/she is being considered for promotion or not. This should be handled at the departmental level.

(vi) A flyer should be defined as a candidate who has consistently been productive as evident by promotion as and when due. Applicants who are qualified to be flyers are those who have been publishing consistently and are qualified to apply as professor after not less than five or not more than six years of senior lectureship. Otherwise, those who do not meet the criterion of consistent publishing and have waited for more than six (6) years cannot apply for professorship without going through readership.

(vii) Technical Report: It is generally believed that a technical report should be available for assessment.

(viii) Where a candidate has more than one article in the same journal, such articles should be scored independently.

(ix) Only one member of a Departmental A&P Panel should be picked as an assessor for a candidate and not more than 2 members at the Faculty level.

(x) Where there is no correlation between an assessor's comments and his/her final score/pronouncement on a candidate, the whole report should be read and each case determined on its own merit.

(xi) Books/chapters/monographs/technical reports published outside Nigeria are not to be accepted in place of foreign journal articles.

(xii) Articles/books co-authored by a candidate and a would-be-assessor should not be more than 20% of the candidate's publications for the assessor to be found eligible to assess that particular candidate.

(xiii) Each publication is first scored using the scale indicated in E above. The percentage contributions of the candidate are then applied to arrive at the score of the candidate. (An arbitrary example is presented in Appendix I for illustration purpose).

(xiv) The total score obtained by the candidate is utilised to make the final recommendation on the following basis:

Grade Sought	Minimum Score for Promotion
LecturerGrade I	8 points
Senior Lecturer	20 points
Reader	50 points
Professor	70 points

(i) **Overall rating to be employed by College/Faculty A&P Panels.**

On the basis of the candidate's CV and assessors reports, the College/Faculty A&P Panel is required to make a pronouncement on the candidate's scholarship using the following guide:

Overall Rating	Interpretation
Outstanding	Brilliant; has achieved a high and wide spread reputation in his/her field
Good	The standard of work goes beyond the minimum expected of the grade and shows considerable promise for the future.
Satisfactory	The standard of work at least meets what is expected of the grade.
Unsatisfactory	Below the standard of work required of the staff of the grade

(ii) Each Faculty shall have a list of acceptable journals and endeavour to update the list regularly in the relevant discipline. The journals must be:

(i) affiliated to higher institutions of learning, academic societies and reputable publishers;

(ii) if the journals are local, they must meet the condition in (i) and have evidence of wide circulation within the country; and

(iii) editors and members of editorial boards must be affiliated to academic institutions of learning.

(iv) Each Faculty should also compile a list of black listed journals and discourage candidates from publishing in them.

(iii) **Uniform Format for Assessors' Reports**

In order for Internal and External Assessors to be uniform in assessing candidates:

(a) Individual journal article should be rated as follows:

Excellent	–	5
Very Good	–	4
Good	–	3
Fair	–	2
Poor	–	1

(b) The percentage contributions of candidates, as reflected in their CVs, as well as the maximum scores of publications should be indicated on the score sheet to be sent to assessors alongside candidates' publications.

(c) Each assessor should also be requested to make specific and categorical statements on the clarity of objectives, extent of technical soundness, unique contribution to knowledge and research focus of the candidates' publications.

(iv) **Academic Status and Eligibility for Promotion**

The attainment of an academic staff as at 31 July in terms of academic qualification (PhD and other recognised postgraduate fellowships) and publications will be considered in determining the status and eligibility of an academic staff for promotion in a particular year.

(v) **Status of Multiple Contributions in Conference Proceeding**

Multiple contributions by an author in the same Conference Proceeding should be scored as one i.e. all the contribution should attract a score of not more than 2 as is done for many chapters by the same author in one book.

(vi) **Need for Paper-by-Paper assessment of candidates' publications by Departmental A&P Panels**

Each Departmental A&P Panel should do a paper-by-paper narrative on its candidates' publications as part of its recommendations on the candidate being considered for promotion.

(vii) **Checklist for Set Criteria in the Promotion Guidelines**

The tables attached as Appendices II (for Part II promotion cases) and III (for Part I promotion cases) contains the checklist for clearly indicating that a candidate has met the set criteria in the guidelines for appointment or promotion. It should be adopted in the presentation of appointment/promotion cases to the A&P Committee.

A. Conference Attendance

- (i) A candidate being considered for promotion must have attended, at least, one relevant conference/workshop outside Nigeria since he/she was last considered for promotion.
- (ii) The departmental, the College/faculty Appointments and Promotions Panel should request that candidates provide evidence of attendance of, at least, one of the listed conferences.
- (iii) The section of the Curriculum Vitae on conference attendance should be revised to read: 'Major Conferences/Workshops Attended in the Last Five Years (with Papers Read)'; and
- (iv) University-based conference attendance support funds should be given to only participants who are paper presenters at conferences.

B. Assessment of Community Service, Administrative Duties and Teaching Competence

i. Assessment of Community Service

- a. Community service refers to all forms of knowledge application and provision of service by which an academic member of staff impacts on the University community and/or the larger society. Such activities include delivery of public lectures, leadership of academic or professional societies, being in the editorial boards of recognised journals and organising symposia and workshops. Academic members of staff who undertake them should be duly rewarded during appointment and promotion exercises.
- b. Community service is to be scored on a scale of 0-5 points.
- c. A maximum of one (1) point is to be assigned for each community service since a candidate's last promotion or appointment, with five (5) as the maximum number of community services that can be scored.

ii. Assessment of Administrative Duties

- a. Deans, Acting Deans, Sub-Deans, Acting Heads of Department, Hall Wardens, Assistant Hall Wardens, Examination Officers, Programme Co-ordinators, Level Advisers, Staff Advisers to student organizations, members of departmental and faculty committees and all others holding administrative positions recognised by the University who are not professors should be rewarded for engaging in administrative duties.
- b. A maximum of 2.5 points is to be assigned to each administrative position held since a candidate's last promotion or appointment subject to the maximum of 5 points for candidates seeking promotion to Senior Lectureship and 10 points for candidates seeking promotion to the Professorial Cadre.
- c. Administrative duties is to be scored on a scale of 0-5 points for candidates seeking promotion to cadres up to Senior Lectureship and on a scale of 0-10 points for candidates seeking promotion to the Professorial Cadre.

Table I: Allotment of Points for Community Service and Administrative Duties

S/N	Academic Staff Cadre	Community Service (Points Allotted)	Administrative Duties (Points Allotted)	Maximum Score Obtainable
1	Part I Promotion Cases (i.e. LII-LI and LI-SL)	0-5points	0-5points	10 points
1	Part II Promotion Case (i.e. SL-Reader and Reader to Professor)	0-5points	0-10points	15 points

iii. Assessment of Teaching Effectiveness

The components of teaching effectiveness include students' assessment of academic staff, teaching load (i.e. course unit and class size) and departmental assessment of academic staff.

a. The maximum score for teaching effectiveness of academic staff seeking promotion is twenty (20) points. The twenty (20) points are to be allocated as indicated in Table II below:

Table II: Allotment of Points for Teaching Effectiveness (Lecturer Grade II to Senior Lectureship)

S/N	Sub-Components of Teaching Effectiveness	Points Allotted	Remarks
1	Students' Assessment	0-5points	Based on Assessment Forms completed by students
2	Class Size	0-5points	a. One(1) point per regular class size b. 1.5 point per large class size
3	Course Unit	0-5points	One (1) point for each course unit
4	Departmental Assessment	0-5points	Based on Departmental Assessment
MAXIMUM POINTS OBTAINABLE		20 points	

b. The instrument developed by the Directorate of Quality Assurance is to be adopted for the departmental and the student assessments of teaching effectiveness.

c. Departmental assessment of teaching competence must be both qualitative and quantitative. The sub-components of the assessment and the points attached to them are given in Table III below:

Table III: Allotment of Points for Department Assessment of Teaching Effectiveness Experience

S/N	Sub-Components of Departmental Assessment		Points Allotted
1	Teaching Effectiveness	Departmental Opinion	0-3points

2	Teaching Experience	3Years and Above	2 points
	Years of Teaching since Last Promotion/Appointment(in the case of first time promotion candidates)	Less than 3years	1 point
MAXIMUM OBTAINABLE POINTS			5 points

d. Where the Head of Department is not a Professor, the Dean oversees the Departmental Assessment of Teaching Effectiveness in conjunction with the Directorate of Quality Assurance

e. *Prima facie* cases should not be made for candidates that fail to score at least 50% of the maximum points for teaching effectiveness.

f. Obtaining the minimum required score for teaching effectiveness, community service and administrative duties is a precondition for the consideration of a candidate for promotion.

g. The minimum promotion requirements for academic staff, as indicated in Table IV below, should be adopted:

Table IV: Minimum Required Scores from Teaching Competence, Administrative Duties and Community Service

S/N	Academic Staff Cadre	Allotted Points	
		Teaching Competence, Administrative Duties and Community Service	
		Minimum	Maximum
1	Lecturer Grade II to Lecturer Grade I	15 points	30 points
2	Lecturer Grade I to Senior Lectureship	20 points	30 points
3	Senior Lectureship to Readership	20 points	35 points
4	Readership to Professorship	20 points	35 points

h. The score obtained from the assessment of teaching effectiveness, administrative duties and community service should be added to that from the assessment of publications. The general minimum required scores after the addition for each cadre are indicated in Table V below:

Table V: General Minimum Promotion Requirements for Academic Staff

S/N	Academic Staff Cadres	Allotted Points			Minimum Requirements for Promotion
		Publications	Teaching Competence, Administrative Duties and Community Service		
			Minimum	Maximum	Candidates must score a minimum of 23 points , 8 of which must come from assessment of publications.
1	Lecturer Grade II to Lecturer Grade I	8 points	15 points	30 points	
2	Lecturer Grade I to Senior Lectureship	20 points	20 points	30 points	Candidates must score a minimum of 40 points , 20 of which must come from assessment of publications.
3	Senior Lectureship to Readership	50 points	20 points	35 points	Candidates must score a minimum of 70 points , 50 of which must come from assessment of publications.
4	Readership to Professorship	70 points	20 points	35 points	Candidates must score a minimum of 90 points , 70 of which must Come from assessment of publications.

D. CRITERIA FOR PROMOTION

1. Promotion to the grade of Lecturer II/Research Fellow II/Arts Fellow Grade II

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

- (a) Possession of a higher degree at least a Masters.
- (b) A minimum of three years teaching experience; and
- (c) However, an assistant lecturer with MPhil 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.

2. Promotion to the grade of Lecturer I/Research Fellow I/Arts Fellow I

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

- (a) A minimum of three years teaching experience;
- (b) Competence in research; and
- (c) Publications.

Note

Lecturers without a PhD

Promotion will not be made beyond Lecturer I unless the candidate has a PhD or a relevant postgraduate professional qualification.

3. Promotion from Lecturer I to Senior Lecturer/Senior Research Fellow/Senior Arts Fellow

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

- (a) A minimum of three years teaching experience;
- (b) adequate research;
- (c) adequate publications; and
- (d) possession of a PhD 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 Lectureship shall be considered by the appropriate Faculty/College Panel, which shall decide on the said recommendation with internal assessors' reports as sufficient basis.

4. Promotion from Senior Lecturer to Reader/Associate Arts Director

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

- (a) Adequate experience, including where applicable, professional competence;
- (b) Outstanding research and publications;
- (c) Adequate teaching ability for a minimum of 3 years; and
- (d) Possession of a higher degree of PhD or its equivalent.

Note:

- (i) When the Committee is satisfied that there is a *prima facie* case, it shall proceed to seek the advice of three external assessors who shall be appointed by the University.
- (ii) A candidate shall be promoted to the grade of Reader/Associate Arts Director if there are two positive external assessors' reports in respects of the candidate's publications.
- (iii) A candidate seeking promotion to the grade of Reader must have 90% of his/her publications in print.

5. **Promotion from Senior Lecturer to the Grade of Professor/Arts Director**

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

- (a) adequate experience, including where applicable relevant professional competence;
- (b) outstanding research and publications;
- (c) exceptional teaching ability;
- (d) evidence of leadership in research and postgraduate supervision;
- (e) administrative ability or competence; and
- (f) possession of a higher degree of a PhD or its equivalent.

Note

- (i) Only recommendations on or applications of candidates from the grade of Senior Lecturer of five years standing shall be considered.
- (ii) When the Committee is satisfied that there is a *prima facie* case, It shall proceed to seek the advice of three external assessors who are recognized experts in their fields.
- (iii) A candidate shall be promoted to the grade of Professor/Arts Director if there are two positive external assessors' reports in respect of the candidate's publications.
- (iv) A candidate seeking promotion to the grade of Professor/Arts Director must have at least 90% of his/her publications in print.

6. **Promotion from Reader to the Grade of Professor**

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

- (a) adequate experience, including where applicable relevant professional competence;

- (b) Outstanding research and publications;
- (c) Exceptional teaching ability;
- (d) Evidence of leadership in research and postgraduate supervision;
- (e) Administrative ability or competence; and
- (f) Possession of a higher degree of a PhD or its equivalent.

Note

- (i) Only recommendations on or applications of candidates from the grade of Reader of three years standing shall be considered.
- (ii) When the Committee is satisfied that there is a *prima facie* case, it shall proceed to seek the advice of three external assessors who are recognised experts in their fields.
- (iii) A candidate shall be promoted to the grade of Professor/Arts Director if there are two positive external assessors reports in respect of the candidate's publications.
- (iv) A candidate seeking promotion to the grade of Professor/Arts Director must have atleast 90% of his/her publications in print.

7. **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.

All assessors of candidates shall be asked to score ONLY the publications presented to them. They should be intimated with the University's scoring system.

E. THE USE AND ROLE OF INTERNAL AND EXTERNAL ASSESSORS

a) **Internal**

The nomination of internal assessors shall be done at a meeting of the Faculty A&P Panel.

b) **External**

Faculties shall be free to use external experts where none are available within the Faculty or when the Faculty deems it fit.

c) **Criteria Guiding the Selection of Assessors**

- (i) For promotion up to the grade of Senior Lecturer, all assessors must be either Professor/Reader or Senior Lecturer of at least 5 years standing.

- (ii) For Promotion above the grade of Senior Lecturer, all assessors must be Professors.

F. FINALISATION OF PROMOTION CASES

- (i) Part I Cases (i.e. promotions up to the grade of Senior Lecturer) should be finalised at the College/Faculty Level and a report made to the A&PC for Academic Staff for noting. The report must be accompanied by full documentation in regard of each case.

Note:

The A&PC for Academic Staff reserves the right to change the decision of the College/Faculty Appointments and Promotions Panel.

- (ii) **Assessment of Publications in Respect of Candidates for Appointment/Promotion to Professorial Cadre (i.e. Part II Promotions)**

i. At the end of each session's promotion exercise, the Dean in consultation with the substantive Head of Department shall submit (through the Provost, where applicable) to the Vice-Chancellor, a list of **eight** (five (5) local assessors and three (3) foreign assessors) assessors in respect of candidates for whom *prima facie* cases have been approved by the A&PC for Academic Staff. **Note that it is the prerogative of the Dean to nominate external assessors.** Out of this number, a minimum of three assessors shall be appointed by the Vice-Chancellor.

ii. The nomination of external assessors should be done using the format herein included as Attachment I.

Note

- (i) To facilitate the process of external assessment, Deans are requested to forward the e-mail addresses of the prospective assessors such that the first letter requesting availability of an assessor could be sent as an e-mail attachment. In addition, the University should aspire towards the use of electronic systems so that soft copies of candidate's publications, instead of the hard copies, can be forwarded to internal and external assessors for assessment.
- (ii) The candidate's publications, as well as the list of publications and guidelines for assessors shall be forwarded to the external assessors.
- (iii) Where an Acting Head of Department is also a candidate for promotion, the nomination of assessors shall be made by the Dean of the Faculty.
- (iv) Deans of Faculty 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.
- (vi) The nomination shall be made in confidence to the Vice-Chancellor.

- (vii) Only professors of, at least five (5) years standing should be proposed as external assessors. In the case of internal assessment, an internal assessor must be of a professor of, at least, three (3) years standing.
- (viii) Each proposed assessor must have attained both national and international eminence in a relevant academic discipline, and the academic or equivalent status of a professor.
- (ix) The proposed assessor must have teaching and/or research responsibilities in a reputable university or similar institutions.
- (x) Scholars, including external examiners, who had been on the staff of the Lumina Open University within the last five years shall not qualify for appointment as external assessors.
- (xi) External assessors' consent to serve shall be obtained before publications are sent to them, and they shall be paid honoraria.
- (xii) For a candidate to be promoted or appointed, the reports of at least two of the three external assessors shall be adjudged to be favourable by the A&PC for Academic Staff.
- (xiii) An individual shall not be eligible to serve as an external assessor after three years of disengagement from the university system/research institute.

G. GUIDELINES FOR EXTERNAL ASSESSORS

An external assessor will be required to give detailed answers as much as possible to the following in his/her report of assessment of a candidate's contribution to scholarship through publications.

- i. Do you know this candidate who is being considered for Professorship/Readership? If so, in what connection or capacity?
- ii. Were his/her publications known to you before now?
- iii. Please, comment freely on: the publications known to you before now and those publications you are coming across for the first time.
- iv. Please specify which of his/her works is/are outside your field.
- v. What in your opinion is/are the contribution(s) of this candidate to knowledge in his/her field?
- vi. Is there a focus in his/her publications?
- vii. Please assess each publication and award marks accordingly: Using the following scoring range:

A Books - 0 to 10 points

Grade A (0-10) points)

This should be an academic book reporting new research findings.

Grade B (0-5) points) These are creative books.

Grade C (0-3 points) These are tertiary-level textbooks and reviews.

Grade D (0-2 points) These are teaching manuals.

Grade E (0-3 points) These are full length book translations.

- B. Chapters in Books - 0 to 3 points
- C. Refereed Conference Proceedings - 0 to 2 points
- D. Teaching Manuals, Monographs and Technical Reports - 0 to 2points
- E. Patents - 0 to 10 points
- F. Copyrights - 0 to 5 points
- G. Journal Articles:
 - Full Length Article – 0 - 5 points
 - Short Communication - 0 – 3 points
 - Review Article – 0 - 5 points
 - Letter to the Editor – 0 – 2 points
- H. Letters to the Editor, etc. - 0 to 2 points
- I. Case Report - 0 to 3 points
- J. Editorial Work - 0 to 3 points

viii. Each publication is first scored using the scale indicated above. The percentage contribution of the candidate is then applied to arrive at the score of the candidate.

ix. The total score obtained by the candidate is utilized to make the final recommendation on the following basis:

Grade sought	Minimum Score for Promotion
Reader	50 points
Professor	70 points

x. What is your overall judgment and recommendation?

H. CRITERIA FOR APPOINTMENTS AND PROMOTIONS

- (a) The same criteria shall apply for appointments and promotions but the processes for both may not be totally identical. A candidate, whose application for promotion/appointment fails, can be considered for promotion or appointment as the case maybe to the same grade with an improved CV not earlier than six months from the date the A&PC for Academic Staff 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 1st October of the year of promotion considered, that of appointment shall be the date the Appointments and Promotions Committee approves the Interview report.

I. PROCEDURE

- (a) (i) Voting

Open voting method shall be used to decide controversial issues.

- (ii) In such cases, a minimum of 70% yes vote of those present and voting shall be required for a verdict for professorial cadre.

Note:

- Simple consensus shall normally be adequate for other cadres
- Abstention will be regarded as 'no' votes.

- (b) Sanctions

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

J. APPEAL FOR RECONSIDERATION OF DECISION BY THE APPOINTMENTS AND PROMOTIONS COMMITTEE FOR ACADEMIC STAFF

Appeal from members of academic staff against the decisions of the Appointments and Promotions Committee shall be routed through their respective Heads of Department, Deans of Faculty, and Provost who should comment on whether there is a new evidence to justify reconsideration at its first meeting during the succeeding session after the promotion exercise. A candidate can make a final appeal to Council through the Registrar and Secretary to Council, if he/she so desires.

K. 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.

L. PROCEDURE FOR APPOINTMENTS

The existing procedure outlined in the *Staff Information Handbook* on the processing of appointments shall continue to apply.

M. PROMOTION DURING LEAVE OF ABSENCE

A candidate shall not be considered for promotion for the years he or she is not on ground on account of leave of absence.

ATTACHMENT I

GUIDELINES ON THE REGULATIONS FOR PROMOTIONS OF THE ACADEMIC STAFF IN THE LIBRARY

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 Librarians 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; and
- (iii) Nature of responsibility including ability to manage a sub-section of the Library.

(a) 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 a research library;
- (ii) Activities in professional association; and
- (iii) Contribution to the professional literature, and body of knowledge or practice.

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
- (ii) theses and dissertation, subject bibliographies and;
- (iii) policy papers and manuals.
- (iv) Others are:
 - (a) Unpublished bibliographies, indexes, guides and book reviews;
 - (b) Conference and seminar papers; and
 - (c) Abstracts (which have not otherwise been published).

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 Panel.

(iv) Published conference papers;

(v) Bibliographies, indexes and guides.

4. Experience

As applicable to equivalent positions in academic departments

5. Assessment of Criteria

In every case, particularly up to the Senior Librarian Grade, a high rating in professional ability and experience shall compensate for deficiency in research and publications.

6. Criteria for Appointments and Promotions

The same set of criteria shall be used for both appointments and promotions.

7. Promotion Criteria for Academic Staff of the Library

(a) Upgrading of Assistant Librarian to Librarian II

(i) An Assistant Librarian on completion of higher degree in Librarianship maybe upgraded to the grade of Librarian II. Other conditions shall be as for regulation 4.3.2.

(ii) Possession of higher degree.

(b) Promotion from Librarian II to the Grade of Librarian I

Promotion to the grade of Librarian I may be made on the bases of:

(i) Adequate experience after a minimum of 3 years; and

(ii) Evidence of professional contribution.

(c) Promotion from Librarian I to the Grade of Senior Librarian

Promotion to the grade of Senior Librarian maybe 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;

(d) 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;
- (c) 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;
 - (iv) evidence of research ability or publications;
- (d) 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;
 - (v) adequate research and publication;
- (e) Promotion from Principal Librarian to the grade of Deputy Librarian
 - (i) adequate experience after a minimum of 3 years’;
 - (ii) outstanding professional contribution;
 - (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.

FORMSAS 1

FORMAT FOR RECOMMENDATIONS FOR PROMOTION

1. ASSESSMENT

Assessment by the department shall be under the following headings:

2. TEACHING

(i) Number of years of teaching at University level;

(ii) Teaching load including guidance and counseling of students, teaching practice;

(iii) 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;

(iv) Post graduate teaching and supervision by all grades of staff should be noted for promotion.

3. RESEARCH

The following shall be considered:

(i) On-going research

(ii) Theses and Dissertations

(iii) Designs

(iv) Monographs

NOTE

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.

4. Publications (including patents and copyrights)
5. Professional Competence (where applicable, including evidence of internal and external recognition).
6. General Assessment: (including a definite statement as to whether or not the candidate is recommended for promotion).

7. Concepts

- (i) Concepts of Clinical Work, Creative Work, Recognised Professional Contribution, Registered Patents, Copyrights 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 an area where recruitment is difficult, new discipline being developed and disciplines into which it is difficult to attract experts. The concepts should, therefore, normally be applicable only at the time of appointment.

- (vi) Concept of Learned Journals

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

8. Assessment of Quality and Quantity of Publication.

- (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) Listen works which in their opinion best reflect the totality of their contributions to scholarship in their discipline;
- (ii) (a) Information or subject matter i.e. what new information is provided directly in the group of papers.
 - (b) Significance i.e. the implication for knowledge and ignorance in areas of scholarship connected with the theme, and the weight of these implications; and
- (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.

9. Duplication, Fabrication, Falsification, Plagiarism and Overlapping in Publication

- i. Duplication is an unnecessary repetition of the substance of published work and this is undesirable. Candidate 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.

ii. The existing technological platform in the University for detecting cases of duplication, fabrication, falsification, plagiarism and overlapping should continue to be employed.

iii. Where there is an allegation of plagiarism, duplication, fabrication or overlap, such a case should be referred to a adhoc committee of the Appointments and Promotions Committee for Academic Staff and it must be dispensed with within four (4) weeks from the date the allegation is formally received by the ad hoc committee.

10. Revisitation of Thesis

Revisitation must advance the work in the thesis.

11. 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:

Assistant Lecturer to Lecturer Grade II–3 years unless higher qualification is obtained.

- (a) Lecturer II to Lecturer I–3 years
- (b) Lecturer I to Senior Lecturer –3 years
- (c) Senior Lecturer to Reader –3 years
- (d) Senior Lecturer to Professor –5 years
- (e) Reader to Professor –3 years

Signature of Members of Departmental A &P Panel

Date

Note

This assessment should be sent directly to the Deputy Registrar (Establishments).

FORMS AS 2

LUMINA OPEN UNIVERSITY CURRICULUM VITAE FORMAT (VALID FOR PROMOTION EXERCISE ONLY)

To ensure that criteria for promotion are consistent and comparable, a uniform format of presenting published work as suggested below should be followed:

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.

- I. (a) Name: (underline Surname)
 - (b) Date of Birth:
 - (c) Department:
 - (d) Faculty:
- 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 Qualifications (with dates and granting bodies)
- V Professional Qualifications and Diplomas (with dates)
- VI Scholarships, Fellowships and Prizes (with dates) in respect of Undergraduate and Postgraduate work only)
- VII Honours, Distinctions and Membership of Learned Societies
- VIII Details of Teaching/Work Experience

EACH OF THE SECTIONS; RESEARCH, PUBLICATIONS AND TEN BEST PUBLICATIONS, SHOULD START ON SEPARATE PAGES.

- IX Research
 - (a) Completed
 - (b) In progress
 - (c) Project, Dissertation and Thesis

X Publications

- (a) Books already published
- (b) Chapters in Books already published
- (c) Articles that have already appeared in Refereed Conference Proceedings
- (d) Patents and Copyrights
- (e) Articles that have already appeared in learned journals
- (f) Books, Chapters in Books and Articles already accepted for publication
- (g) Technical Reports and Monographs

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

XII Ten Best Publications that Reflect the Totality of my Contributions to Scholarship

Note:

- Please use a single asterisk for publications which have appeared/been accepted since last promotion or appointment and double asterisk for publications which have appeared/been accepted since last consideration for promotion.
- Not less than 90% of the candidate's publication for Professorial cadre should have actually appeared in print.
- Not less than 75% of the candidate's publication for Senior Lectureship cadre should have actually appeared in print.

APPENDIX1

TABLE OF SCORES OF PUBLICATIONS

A Publication No. As in Candidate's CV	B Publication Type	C Position/No. of Authors	D % Contribution of the Candidate	E Contribution In Fraction $\left[\frac{D}{100}\right]$	F Maximum Score Obtainable	G Score Awarded Based on Maximum Score Obtainable	H Weighted Score (E×G)
1.	Full Length Journal Article	2/20	10	0.1	5	3	0.3
2.	Book (creative)	1/1	100	1	5	4	4
						TOTAL	

DR.....

.....

Name of Assessor

Signature

Date

Part II Cases: Pre requisites for Recommendation of Appointment/Promotion			
S/N	Prerequisite	YES	NO
1.	Is the candidate the first author in 30% of presented publications?		
2.	Do the books, chapters in books, refereed conference proceedings, monographs, technical reports and patents in a candidate's publication?		
3.	Are the publications not in print as at time of application for promotion not more than 10% of the candidate's publications?		
4.	Does the candidate's list of publications contain less than 33% of the total number of journal papers in the same journal?		
5.	Do the number of articles in journals that have not gone beyond volume 3 (three) constitute less than 10% of the candidate's entire publications		
6.	Does the candidate have not less than 90% of his/her Publications in print?		
7.	Does the candidate have up to 40% of his/her publications on Google Scholar?		
8.	Had the candidate attended at least one (1) international Conferences in which he was last considered for promotion?		
9.	Does the candidate have evidence of conference attendance in the last five years?		
10.	Is less than 30% of a candidate's entire publications published within the two (2) years preceding the promotion year?		
11.	Has the candidate scored 50% of the maximum points for teaching effectiveness?		
12.	For promotion to Readership, has the candidate scored 70 point overall, with 50 points from the assessment of his/her publication?		
13.	For promotion to Professorship, has the candidate scored 90 points overall, with 70 points from the assessment of his/her publications?		

APPENDIXII

Candidate's Name:

Department:

Faculty:

Year:

Present Grade: Grade Applied for:

Part I Cases Prerequisites for Recommendation of Appointment/Promotion
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If any of the answers is 'No', the candidate's promotion must not proceed beyond the department.

APPENDIXIII

Candidate's Name:

Department:

Faculty:

Year:

Present Grade:

Grade Applied for:

If any of the answers is 'No', the candidate's promotion must not proceed beyond the department.

Part II Cases Prerequisites for Recommendation of Appointment/Promotion

ACKNOWLEDGEMENT OF RECEIPT OF STAFF INFORMATION HANDBOOK

(Counterpart to be placed in the Member of Staff's Personal File)

Name in Full-----

Address-----

Faculty/Department/Institute/Unit/Centre -----

Designation-----

Date of First Appointment

(Date Joined the University)-----

I hereby acknowledge the receipt of a copy of the Staff Information Handbook, Lumina Open University. I fully understand that the Handbook sets out the University's Rules and Regulations Governing Conditions of Service of its members of Staff.

SIGNATURE

DATE

SIGNATURE OF OFFICER IN CHARGE

DATE

(Full Name and Signature)