

## **INTRODUCTION**

All appointment, appraisal and promotion exercises relating to academic staff shall be carried out in compliance with the criteria and procedures set out in this document. An annual appraisal exercise shall be carried out for every member of staff based on the relevant criteria detailed below. This will be for the purposes of record, noting, reward, discipline or termination of appointment. Assessment shall take account of the totality of a candidate's performance. For any promotion from one level to another, however, there must be quantifiable evidence of significant additional contribution since the last appointment or previous promotion. This applies to promotion up to Senior Lecturer and for establishing a *prima facie* case for promotion to Readership or Professorship.

### **A. APPOINTMENT**

The following points are to be used as basic guidelines for the appointment of academic staff.

- i.** Candidates for appointment as academic staff are expected to submit detailed *Curriculum Vitae* highlighting their qualifications, University teaching experience, publications etc for assessment. They are subsequently interviewed and placed on an appropriate scale.
- ii.** Candidates for appointments as academic staff are expected to have a first class degree or second class upper. In exceptional cases those with second class lower degrees may be appointed, if they have relevant Masters and or Ph.D. Degrees.
- iii.** The final result of the Masters degree of academic staff to be eligible for appointment shall not be less than a 'B' grade.
- iv.** Non-Academic Masters degrees such as MBA, MPA, MPPA, MCM, etc, will not be considered for appointment as academic staff.

## **B. CONSTITUTION OF APPRAISAL AND REVIEW PANELS**

**i.** There shall be an annual appraisal and review of the work and conduct of every member of the Academic Staff. This shall be undertaken by the Appraisals, Appointments and Promotions Committee for Academic Staff or on its behalf, by the Appraisal and Review Panels, constituted for that purpose.

**ii.** Staff appraisals and reviews shall have the effect of positive incentives such as commendation for a specific contribution or achievement or rectification of anomalies from previous appointments or appraisals.

**iii.** The Head of Department shall be responsible for the appraisals and reviews of the academic staff in his/her Department, and shall submit them in the prescribed form to the Provost/Dean. Where the Head of Department is below the rank of Professor, he/she shall only appraise and review the academic staff below his/her rank.

**iv.** Assessment of staff above the rank of the current Head of Department shall be done by members of the Departmental Appraisal and Review Panel that are higher in rank than the Head of Department, failing which the appraisal documents shall be sent directly to the Provost/Dean for assessment.

**v.** The Head of Department shall submit the appraisal forms, having appended his/her comment, along with a summary of the details of the academic staff in the prescribed format to the Provost/Dean, Director/University Librarian for his/her comment.

**vi.** The Provost, Dean, Director/University Librarian shall thereafter submit the documents referred to in paragraph (v) above to the College/Faculty Appraisal and Review Panel, which shall sit and deliberate on all cases. Having appended its recommendations on the appropriate column, the panel shall forward all the documents to the Central Appointments and Promotion Committee to the Vice-Chancellor through the Registrar.

**vii.** Professors, Provost, Deans, Directors and the University Librarian are to send their completed appraisal forms directly to the Vice-Chancellor.

However, Provost/Deans and Directors, who are not of the rank of Professor, shall be assessed by their respective College/Faculty Appraisal and Review Panels.

**viii.** Each College/Faculty shall have its own Appraisal and Review Panel, which shall consist of the Provost/Dean or Director/University Librarian as Chairman (in yearly rotation, where applicable). All Heads of Department and all Professors in the Faculty, and one representative elected by each Department shall constitute the membership of the Panel. The composition of Faculty Panels shall be approved by the Vice-Chancellor, who shall appoint one Professor to represent him/her in the College/Faculty Panels other than theirs. The panels shall be as follows:

- a.** College of Medical and Health Sciences
  - b.** Faculty of Agriculture and Centre for Agricultural Research and Extension Services
  - c.** Faculty of Arts and Social Sciences, Centre for Social and Economic Research and Centre for Gender Studies
  - d.** Faculty of Basic Medical Sciences
  - e.** Faculty of General Studies/Centre Entrepreneurship Development.
  - f.** University Library
  - g.** Faculty of Management Science
  - h.** Faculty of Science.
- ix.** Each Review and Appraisal Panel shall receive and consider in respect of each member of academic staff from respective Heads of Department the following:
- a.** An appraisal and a rating of his or her performance during the year.
  - b.** Any proposal for promotion.
  - c.** Cases of re-grading, confirmation of appointment and renewal of contract.
  - d.** Cases for commendation, reprimand, and termination of appointment or contract.
- x.** The Vice-Chancellor, having received the appraisal documents, shall forward same to the Appointments, Appraisals and Promotions Committee (Academic Staff) of the University.

**xi.** The Appointment and Promotion Committee for Academic Staff shall consist of the Vice-Chancellor as Chairman; the Deputy Vice-Chancellors; two Professors who are members of Senate but not of Council, three members of Council, Provost, Deans, Directors, and the University Librarian. The Registrar is an ex-officio member and Secretary. Heads of Department may be invited to assist the committee on matters relating to their Departments.

## **C. DEPARTMENTAL AND FACULTY/COLLEGE APPOINTMENTS AND PROMOTIONS COMMITTEES**

### **a. Departmental Appointments and Promotions Committee**

There shall be a Departmental Appointment and Promotions Committee (DA&PC) with the following composition:

The Head of Department as the Chairman and other four senior academics as members elected for a period of one year. A member is eligible for re-election for another year. Thereafter, he shall stay away for one year before he becomes eligible for another election. A member shall not sit on the Committee when his or her case is being considered for promotion.

### **Functions of Departmental Appointments and Promotions Committee.**

Departmental Appointments and Promotions Committees shall have the following functions:

- i.** Verification and assessment of all claims made in a candidate's curriculum vitae including assessment of all publications cited therein.
- ii.** To consider and recommend to the Faculty Appointments and Promotions Committees all cases for appointments and promotions of academic staff.

### **b. Faculty/College Appointments and Promotions Committee**

There shall be Faculty Appointments and Promotions Committee (FC&PC), which shall comprise the following:

- i.** Dean of the Faculty or Provost of a College as the Chairman.
- ii.** All Heads of Departments in the Faculty or College.

**iii.** Representative of Faculty Board on the Senate.

**iv.** Representative of the Vice-Chancellor.

**Functions of Faculty/College Appointments and Promotions Committee**

The Faculty/College Appointments and Promotions Committee shall have the following functions:

**i.** Vetting of Departmental Appointments and Promotions Committee's assessment and recommendations for appointments and promotions;

**ii.** Dispassionate adjudication in matters of disagreement between the Departmental Appointments and Promotions Committee and a candidate for promotion, or confirmation or renewal of contract or any combination of the above; in any of these cases, the candidate shall have right to fair hearing in cases of adverse comment by the Departmental Appointments and Promotions Committee;

**iii.** Performing the role of a Clearing House for submissions to the Central Appointments and Promotions Committee (CA&PC), no submission shall be entertained by the CA&PC) unless it has been routed through the Department Appointments and Promotions Committee and to Faculty/College Appointments and Promotions Committee.

Elected representatives of Faculties/College on Faculty/College Appointments and Promotions Committee shall serve for a period of two years each. A Member of the Faculty/College Appointments and Promotions Committee shall not sit on the Committee when their cases for promotion are being considered.

**D. EXTERNAL ASSESSMENT**

External assessment shall be preceded by an internal assessment at the Faculty level for positions above that of Senior Lecturer.

**(i)** As regards external assessment for Readership and Professorship, including Professorial chairs, the Vice-Chancellor shall invite the Provost/Dean, who may consult the Head of Department, to propose six (6) names, who must be Professors to serve as assessors. The six names shall be of persons in the same field as that of the candidate for

assessment. However, the Vice-Chancellor is not restricted to the six names proposed.

**(ii)** Members of staff with a *prima-facie* case for promotion to the post of Professor or Reader shall submit five sets of their publications to the Vice-Chancellor through the Registrar within three months from the date of receipt of the notification from the Registrar.

**(iii)** External assessors are to be given not more than three months within which to complete their assessment. In the event of inability or failure to comply within the stipulated time, other assessors should be requested to undertake the assessment of the candidate.

**(iv)** Where one assessor responds and others do not, and therefore new assessors have to be appointed, the candidate's promotion if and when it comes, shall be made retroactive to the date when the promotion should originally have been made.

**(v)** Assessment documents are to be sent to three assessors. At least two of the Assessors must pass a positive verdict before a promotion is effected by Council. If at least two Assessors pass a negative verdict, the assessment process shall be referred back to the Faculty by the Vice-Chancellor. In such situation, the candidate can only reapply in the next appraisal exercise but with some improvement in publication before submission. The effective date of promotion shall reflect the new date of re-submission.

**(vi)** For candidates for external assessment, a proportion of their publications must have been published in foreign indexed Journals. Such candidates should earn at least some of their publication points from such journals. Senior Lecturers being assessed for Readership should earn a minimum of 12 out of the 40 points from foreign indexed journals, while Readers being assessed for Professorship should earn 20 out of the 60 points from such publications.

**(vii)** The Vice-Chancellor shall make an annual progress report to Council on all candidates currently undergoing external assessment.

## **E. RIGHT OF APPEAL**

There is a right of appeal to Council through the Appointments and Promotions Committee, but this must be made through the Head of Department and the Provost/Dean of the College/Faculty concerned. An advance copy of the appeal may be sent directly to the Vice-Chancellor by the candidate. Appeals will only be considered by the Appointments and Promotions Committee and the Council if the candidate and the Provost/Dean are able to produce fresh evidence, which was not available when the original decision was taken.

## **F. CONDITION FOR PROMOTION, REVIEW AND RE-GRADING**

**(i)** Promotions are usually made subject to vacancies in the current University establishment quota. However, promotion may be made to an un-established post, provided that such a post shall be established during the next budget exercise.

**(ii)** Requests for re-grading or review of salary, which are made in the first year of appointment will not normally be considered since no member can assume duty without first accepting the offer of appointment and signing a contract with the University. However, the Appointments and Promotions Committee shall consider re-grading or review matters, only after they are recommended by the various University Annual Appraisal Panels. In such circumstances, the candidate, through the Head of Department and the Dean, shall produce fresh evidence, indicating that the earlier interview or assessment was not based on all the available facts and that resulted in his/her wrong placement. The Appointments and Promotions Committee shall at its own discretion, decide on whether or not the re-grading should be backdated.

**(iii)** For the avoidance of doubt, the University is not obliged to re-grade or promote any member of staff simply because he/she has been re-graded or promoted by another institution.

**(iv)** A person promoted or re-graded shall be placed on a salary scale higher than his/her previous one, such that there is an increase in salary.

**(v)** Promotion shall not normally take effect earlier than the first day of October following the date on which the promotion is made.

**(vi)** The promotion of a staff member with a disciplinary case shall be delayed until such a staff member is cleared after due investigation by an appropriate Disciplinary Committee.

## **G. CRITERIA FOR ASSESSMENT**

The following are the minimum recognized criteria for appointment or promotion to academic positions In the University.

### **(I) Qualifications**

The following are the minimum recognized qualifications for appointment or promotion to academic positions in the university.

#### **(a) Primary degrees**

B.A, B.Sc., B.Ed., B.L.S, B.Com., LLB, MBBS, DVM, B. Tech., B.Engr., B. Agric, B. Pharm, BDS, BMLS, etc.

#### **(b) Higher degrees**

MA, M. Sc., M. Engr., M. Ed., MLS, LL.M, M. Phil., M.D, M. VSc, MCVSN (with thesis), etc.

#### **(c) Professional postgraduate degrees**

**Note:** Honorary Degrees are not acceptable for appointment or promotion purposes.

### **(II) Time in Rank**

The following minimum periods of service at different levels should be observed before promotion to the next level is considered:

Assistant Lecturer to Lecturer II: 2 years for Master's Degree holders.

Lecturer II to Lecturer I: 2 years for PhD; and 3 years for Master's Degree holders

Lecturer I to Senior Lecturer: 3 years

Senior Lecturer to Reader: 3 years

Reader to Professor: 3 years



### **(III) Teaching Load**

Teaching load shall include clinical, post-graduate, and extra-mural teaching. It is recognized that teaching load and the opportunity to undertake research are, beyond a certain point, mutually exclusive. Teaching load is also a function of staff strength and specialization in department. Teaching Load is not indicative of quality, but the load can be of such magnitude as to adversely affect quality. Minimum teaching load is the minimum number of contact hours with students required for everybody. A minimum teaching load which everyone should be expected to conform to in terms of contact hours per week is:

- (a)** 10 hours for Science-based Faculty
- (b)** 9 hours for Social Science and Art-based Faculties
- (c)** 5 hours for Deans and Heads of Department.

### **(IV) Teaching Quality**

The assessment of teaching quality will be carried out annually for everybody. Criteria to be considered include:

- (a)** Number of courses taught, and extent of syllabus coverage;
- (b)** Effectiveness of communication;
- (c)** Teaching methodology, for example, use of updated methods of teaching such as visual aids;
- (d)** Up-to-date content of teaching;
- (e)** Devotion to academic duties in the form of willingness to assist others, rendering help to students in tutorials etc;
- (f)** Promptness in setting examination questions and marking examination scripts;
- (g)** Assessment by External Examiners' Reports and sample answer scripts of students; and
- (h)** Student Evaluation.

### **(V) Teaching Experience at University Level**

Teaching experience shall be full-time teaching, including the period spent as an Assistant Lecturer, provided that the Assistant Lecturer was

engaged in full-time teaching and is a higher academic degree holder. Part-time teaching concurrent with research appointment shall also be considered.

#### **(VI) Research**

**(i)** The following shall be accepted as evidence of research:

- (a) Published paper(s) in reputable journals, but this will earn credit only under publication;
- (b) Progress reports on long term research undertakings;
- (c) Seminar papers based on on-going research;
- (d) Department/Faculty occasional papers, teaching/research reports (copies of which are submitted to Senate Publication Committee).

**(ii)** The following will not be taken into account:

- (a) Declaration of research interest;
- (b) Description of research being planned;
- (c) Abandoned projects;
- (d) Grants (because the justification for grants would have been taken into account above);
- (e) Poor opportunities for research due to inadequate facilities.

#### **(VII) Publications**

The items to be considered shall include published works in one's area of specialization and those that have been accepted for academic publication. Research output, in the form of various types of publication is required as the primary means of assessment. The research output focuses on the following publications:

##### **i) Refereed Journal Article**

A journal article refers to a full length article of specialization published in academic journal of good reputation. Journal article cited as 'accepted for academic publication' must be accompanied with a Letter of Acceptance from the Editor of such journal not exceeding two (2) years.

## **Notes**

An academic or scholarly journal is a periodical publication in which scholarship relating to a particular academic discipline is published. Academic journals serve as permanent and transparent forums for the presentation, scrutiny and discussion of research. They are usually peer-reviewed or refereed. Journal quality and reputation is important and should be taken into consideration when assessment of publication is undertaken for appointments and promotions with not more than two (2) articles per journal.

For a local journal to be acceptable, it shall meet one of the following criteria:

- a) Be a recognized Academic/Professional Associations/Societies
- b) Be University-based
- c) Be Research Institute-based
- d) Be published by renowned publishers

For a journal to be acceptable as foreign/international, it shall meet the following criteria:

### **For all foreign journals,**

- a) At least 60% of publications in any volume of the journal shall be by multinational authors with foreign input.
- b) Have Editorial Office outside Nigeria.
- c) Published by renowned Publishing Houses.
- d). Shall be by Universities/Research Institutes/reputed Associations/Societies.

### **For all international journals,**

- a) Multiple contributions from across the globe.
- b) Editorial Board spread globally.
- c) Shall be published by a renowned publishing house.

The **unacceptable** journals are:

- a) All Private Journals
- b) All NUC blacklisted Journals
- c). All Polytechnics, Mono-technics and Colleges of Education Journals.
- d) All Predatory Journals

**ii) Books**

A book is regarded as a publication of acceptable standard by discipline including the covers and must have an ISBN.

**Notes**

To be acceptable for promotion, a book shall satisfy the following criteria:

- a) Be in the main research area of the author(s).
- b) Be edited/reviewed by a reputable scholar.
- c) Be published by reputable publishers.
- d) Be accompanied by a copy of the contract agreement with the Publishers, if not yet published.
- e) Have been accepted/cleared by the University with evidence.
- f) Not constitute more than 20% of the total publications.

**iii) Book Chapters**

Book Chapters refer to a full length chapter in a field of specialization of the candidate published by reputable publishers.

**Notes**

To be acceptable for promotion, book chapters shall meet the following criteria:

- a) Be in the main research area of the author(s).
- b) Be in printed form.
- c) Be edited/reviewed by a reputable scholar.
- d) Be published by reputable publishers.
- e) Be accompanied by a copy of the letter from the Editor, if not yet published..
- f) A maximum of two (2) chapters shall be recognized for one contributor in one book.
- g) Not be more than 20% of the total score for Publication.

**iv) Technical Reports**

This refers to a document that describes the process, progress, or results of technical or scientific research problem. Unlike other scientific literature like journals and the proceedings of some academic conferences, it rarely undergoes independent review; however, review process is often limited to within the originating organization.

## **Notes**

To be acceptable for promotion, technical reports shall meet the following criteria:

- 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 University).

### **v). Refereed Conference Proceedings**

Conference Proceedings refers to a full length article of specialization published as contribution to knowledge after academic conferences. Paper in Conference Proceedings cited as 'accepted for academic publication' must be accompanied with a Letter of Acceptance from the Editor of such Conferences.

## **Notes**

To be acceptable for promotion, conference proceedings shall meet the following criteria:

- a) Be recognized Academic Professional Associations/Societies.
- b) Be refereed.
- c) Be University-based/Faculty-based, Research Institute-based Conferences.
- d) Be published by reputable publishers

The **unacceptable** Conference Proceedings are:

- a) All Private Conference organized by individuals/companies.
- b) All Predatory Conference Proceedings.
- c) All Polytechnics, Mono-technics and Colleges of Education Conference and all other tertiary institutions other than a University.
- vi) Monographs

This refers to a print publication consisting of a single volume. It is essentially a form of a book or print research publication on one particular subject area.

## **Notes**

To be acceptable for promotion, a monograph shall meet the following criteria:

- a) Be the product of an original research
- b) Be published or accepted for publication in a reputable outlet
- c) Bear imprints
- d) Be peer-reviewed

**vii). Documented Exhibition/Creative Works.**

This refers to a piece of design work which include creative design and exhibition in Fine and Applied Arts, Architecture, Archaeology, Designs and Construction, an Anthology of 20 Poems, Full length drama of thirty minutes and one hour, Musical composition of 15 and 20 minutes.

**Notes**

To be acceptable for promotion, a documented exhibition/creative works shall meet the following criteria:

- a) Be the product of an original research.
- b) Be refereed and published.
- c) Be assessed by competent assessors who shall normally have been in practice for not less than 15 years or a Professor with five years experience.

**viii). Patents/Copyrights.**

This refers to a piece of major or minor scientific development or invention in the relevant field. It is a declaration issued by a government agency declaring a scientist an inventor of a new invention and having the privilege of stopping others from making, using, selling the claimed invention. 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.

**Notes**

To be acceptable for promotion, a patent/copyright shall meet the following criteria:

- a) Be the product of an original research
  - b) Be documented and refereed
  - c) Have Patent Number.
  - d) Patents/copyrights shall not constitute more than five (5) of the entire submission for promotion.
  - e) Present a copy of the Patent's /Copyright's Certificate from designated government authorities.
- ix).** Full Length Published Translation of a Book. This refers to a piece of published book translated into one language by a sole author.

**Notes**

To be acceptable for promotion, a full length published translation of a book shall meet the following criteria:

- a) The book shall not be published in more than one language by same author.
- b) The book must be relevant to the authors field of specialization

**(VIII) Professional Practice**

**(a)** Inescapable professional duties forming a major part of academic work e.g. Clinical work in Medicine, Veterinary Medicine, Engineering and Law as well as University Library duties, Agricultural assignment (Extension Service) etc, will be recognized as constituting a special category for appraisal purposes. A candidate shall file a comprehensive annual report of such activities, including the range of responsibilities and contact hours of the work.

**(b)** Other instances of professional practice may be seen in the following cases:

**(i)** In order to be acceptable, awards for distinction or professional competence must be relevant to the candidate's academic discipline, field of work or specialization and must be such as to command respect among his or her peers.

**(ii)** Where an experienced Professional or Researcher from a recognized institute or centre is absorbed into the University service, the candidate can be appropriately graded in rank up to Senior Lecturer. The grade

shall be commensurate with the candidate's previous achievement and status. If necessary, his/her salary level will be made personal. Above the Senior Lecturer level, the candidate shall normally be assessed externally, in accordance with University regulations. Sufficient information should be given to the assessors to enable them to make a proper assessment of the background of the candidate and the university's needs.

### **(IX) Academic Leadership**

This refers to the headship of College, Faculties, Departments or Research Centers where the candidate has a clear academic seniority. The criteria to consider include:

- (a) Initiative;
- (b) Innovativeness;
- (c) Organizational capability for greater efficiency and academic productivity;
- d) Stability and good personal relations within the Department;
- e) Provision of leadership and inspiration to the members of the College, Faculty, Department or Research Centre;
- f) Favorable External Examiner's Reports on the Department as a whole.

### **(X) Administrative Responsibilities**

These include holding such offices as Deputy Vice-Chancellor, Membership of Council, Provost, Dean/Deputy Dean, Head of Department, and Director/Coordinator of a Centre (e.g. Entrepreneurship). All other administrative assignments, e.g. membership of College/Faculty, University, Coordinator, Examinations and Time-Table, Faculty Examinations Officers, Departmental Examination Officers, Level Coordinators, SIWES Coordinators shall be taken into account by the Head of Department in the annual appraisal exercise.

The criteria to consider include:

- (a) Level of administrative responsibility;
- (b) Intensity of effort required;
- (c) Duration in the position;



- (d) Leadership qualities;
- (e) Result, stability, efficiency and development in the College/Faculty or Unit concerned.

**(XI) Community/Public Service**

This includes extra-curricular activities undertaken within and beyond the University Community:

**a) Within the University Community.**

- (i)** Being a Hall Master/Deputy Hall Master, Warden or Assistant Warden;
- (ii)** Student Sporting Activities such as membership of Sports Council and involvement in coaching activities;
- (iii)** Students Counseling;
- (iv)** Encouraging students clubs and societies especially of academic nature;
- (v)** Supporting Student Journals.

**(b) Public Service (beyond the University Community Service).** These are the activities of the candidate undertaken beyond the four walls of the University. Among such activities are:

- (i)** Expert advice in the candidate's field of specialization to outside bodies, including University Consultancy Service;
- (ii)** Part-time service to statutory or ad-hoc Boards of Government or to other Non-Governmental Organizations (NGOs);
- (iii)** Professional visibility, including discussion group, Guest Lectureship, Articles in the popular press, conferences, etc, on subject(s) in the candidate's area of specialization;
- (iv)** Leave of Absence for national or other assignments.

**(c) A member of staff who goes on Leave of Absence for a long period may, on return:**

- (i)** Be assessed on his or her individual merit, not as a contractual obligation, unless otherwise previously agreed;
- (ii)** Be assessed according to the existing criteria.
- (d)** In view of the obvious academic and administrative problems involved, members of the academic staff, intending to go on a long Leave of

Absence, are presumed to be aware of the academic and administrative implications of the Leave of Absence on their university careers.

#### **H. Minimum Qualifications for All Academic Positions**

**Note:** Posts of Graduate Assistant and Assistant Lecturer are regarded by this University as training positions.

##### **(i) Graduate Assistant**

**(a)** NYSC/Legal Exemption.

**(b)** First Degree of any recognized institution, at performance level, usually not below Second Class (Upper Division).

**(c)** A Graduate Assistant is required to acquire a Master's Degree within a maximum period of three years after assuming duty in the University. His/her failure to obtain Masters Degree within a period of three years of employment will result in the termination of his/her appointment.

##### **(ii) Assistant Lecturer/Assistant Medical Research Fellow/Assistant Research Fellow**

**(a)** A Graduate Assistant who has acquired a Master's Degree, even if still registered for the PhD.

**(b)** Holders of Masters Degree of any recognized institution. The Master's Degree is the minimum requirement for appointment as an Assistant Lecturer.

**(c)** Holders of B.Sc. Accountancy and ACA/ACCA or recognized equivalent qualification for accountancy candidates.

**(d)** Holders of Bachelor of Laws Degree with at least Second Class Upper Division Plus BL and NYSC/Legal exemption.

**(e)** First Degree Plus internship and NYSC/Legal exemption for graduates for example, MBBS, DVM (BVM), B. Pharm.

**(f)** An Assistant Lecturer without a Masters degree or its equivalent shall proceed on further training within a maximum period of 2 years after assuming duty. The staff member shall be relieved of his/her employment

if, he/she fails to obtain a Master's Degree within a period of three years of employment.

**(iii) Lecturer II/Medical Research Fellow II/Research Fellow II**

- (a)** Earned PhD qualification recognized by Federal University Dutse.
- (b)** Assistant Lecturer in the University for two years with at least four points in publication.
- (c)** Master's Degree holders with membership of recognized professional bodies.
- (d)** M.Sc. Pharm. with membership of Professional body.

**(iv) Lecturer I/Medical Research Fellow I/Research Fellow I**

- (a)** A Ph.D. holder who has been a Lecturer II for two years and has a sufficient number of admissible publications, totaling a minimum of 8 points.
- (b)** A holder of Master's Degree who has been a Lecturer II with three years University teaching experience and has sufficient number of admissible publications, totaling a minimum of 12 points.
- (c)** Candidates in Medicine or Dentistry with recognized higher professional Postgraduate fellowship e.g. FMCP, FRCS.

**(v) Senior Lecturer/Senior Medical Research Fellow/Senior Research Fellow**

- (a)** Ph.D. holder who has a minimum of five years teaching experience at the University level.
- (b)** Three years as a Lecturer I in the University.
- (c)** A sufficient number of admissible publications, totaling a minimum of 20 points.
- (d)** A strong evidence of potential for continual research activity and academic leadership.

**(vi) Reader**

- (a)** A PhD holder with a minimum of eight years teaching experience at University level.
- (b)** A minimum of three years as a Senior Lecturer in the University.
- (c)** Postgraduate supervision at Ph.D. or Masters level, where the program is available.
- (d)** Considerable background of research with a sufficient number of admissible publications, totaling a minimum of 40 points.
- (e)** Dissemination of knowledge through professional and academic activities.
- (f)** General academic leadership and the ability to guide others.
- (g)** Some administrative experience.
- (h)** Impeccable Integrity.
- (i)** Favorable External assessment.

**(vii) Professor**

- (a)** A PhD holder with a minimum of ten years teaching experience at the University level.
- (b)** A minimum of three years as a Reader.
- (c)** Continuous productive research activity with the achievement of the status of an acknowledged authority in area of specialization.
- (d)** Considerable background of research with a sufficient number of admissible publications, totaling a minimum of 60 points.
- (e)** Dissemination of knowledge through academic and professional activities.
- (f)** Postgraduate supervision at PhD or Masters level, where the program is available.
- (g)** Academic Leadership and the ability to attract and inspire others.
- (h)** Administrative ability experience.
- (i)** Impeccable integrity.
- (j)** Favorable External Assessment.

**(viii) Academic Librarians**

Academic Librarians shall be subjected to the same conditions as other academic staff.

- a)** Assistant Librarian (CONUASS 01): Bachelor's Degree in Library and Information Science with Second Class Upper plus NYSC Certificate.
- b)** Librarian II (CONUASS 02): Assistant Librarian plus three years relevant experience. Master's Degree in Library and Information Science.
- c)** Librarian I (CONUASS 03): Librarian II plus three years relevant experience and requisite publications.
- d)** Senior Librarian (CONUASS 04): Librarian I plus three years relevant experience and requisite publications.
- e)** Principal Librarian (CONUASS 05): Senior Librarian plus three years relevant experience plus PhD and requisite publications.
- f)** Deputy Librarian (CONUASS 06): Principal Librarian plus three years relevant experience and PhD in Library and Information Science.
- g)** University Librarian (CONUASS 07): By appointment, he/she shall have acquired Ph.D. along that line.

## **I. Scoring System**

### **1. Qualification**

**(i)** Candidates for appointment to academic posts shall be assessed on the basis of the following qualifications:

**Table 1: Qualification and Score**

<b>Qualification</b>	<b>Points Scored</b>
(a) Bachelors Degree: 1 <sup>st</sup> Class (Hons)	5
2 <sup>nd</sup> Class (Hons) Upper Division	4
(b) MBBS, DVM	6
(c) Academic Master Degree	7
(d) M. Phil/MD	8
(e) Ph.D.	10
(f) Professional Qualification (By Examination) after a first degree, e.g. BL, ACA, ACCA etc.	3

**ii.** Candidates for Appraisal and Promotion shall be scored on the basis of the higher academic qualifications obtained.

### **2. Teaching Experience at University level.**

**Table 2:** Teaching Experience and Score

<b>Nature of Experience</b>	<b>Points Scored</b>
a. Full-time teaching	1 point per year up to a maximum of 10
b. Part-time teaching	½ points per year up to a maximum of 2
c. Part-Time Teaching By Study Fellows With Masters Degree	½ points per year up to a maximum of 2

**3. Time in rank 1 point per year (up to a maximum of 3)**

**4. Teaching Quality: Maximum of 4 points**

**5. Professional Practice: Maximum of 3 points**

**6. Research Publications**

**Table 3:** Research publication and score

<b>Nature of Publication/Work</b>	<b>No. of Authors</b>	<b>Points Scored</b>
a) Articles in refereed journals	First Author 2nd Author Others	4 each 3 each 2 each
b) Monographs (up to a maximum of 3)	First Author Others	3 each 2 each
c) Books	First Author Others	6 each 3 each
d) Chapters in referred books (maximum of two per book).	First Others	3 1 each
e) Book review/indexes in referred journals (up to a maximum of 3)	One	2
f) Paper in published conferences. Proceedings /Faculty seminar series	First Author Other	2 each 1 each
g) Full length published translation of a book (provided that the book is not published in more than one language by the same author)	One	3
h) Case reports/Letter to the editor/short communications	First Two Others	2 each 1 each
<b>i) Bibliographies In:</b> i) Journal: un-annotated/annotated ii) Monographs: un-annotated/annotated. iii) Books un-annotated /annotated.	One or more	1 each 1 each 1 each 1 each
<b>j) Creative scientific work</b> i) A Major scientific development or Invention, which must be documented and Refereed. ii) A minor scientific invention, which must be documented and refereed.	One  One	7  4

**7. Professional Practice/Activities (Maximum of 3 Points)****Table 4:** Professional Practice/Activities and Score

<b>Nature of Practice Activity</b>	<b>Point(s) Scored</b>
(a) Office of National/ International Professional Association/ Editor -in-Chief	3
(b) Assistant/Deputy Editor-in-Chief	2
(c) Associate Editor/Review Editor	1
(d) Membership of Editorial Board	1
(e) Research Aids, Unpublished Bibliographies Manual Indexes. Guides, Audio-Visual Materials	1 point each (up to maximum of 3)
(f) Clinical Duties	1 (up to a maximum 3)
(g) Social Work/Guidance And Counseling	1 point each (up to a maximum of 3)

## 8. Academic Leadership/Administrative Responsibility (4 points)

**Table 5:** Academic Leadership/Administrative Responsibility and Score

S/No.	Nature of leadership administrative responsibility	Points scored
1.	Deputy Vice-Chancellor	4
2.	Provost, Dean, Deputy Dean/Director, Deputy Director, Head of Departments and Coordinator at University/ Faculty level.	3
3.	Membership of Governing Council	2
4.	Membership of Committees on Council, Senate and/or Faculty Committee.	1 (up to a maximum of 4)

## 9. University Community/Public Service (6 Points)

**Table 6:** University Community/Public Service and Score

S/No.	Nature of Service	Points scored
1.	Appointment as external examiner	2 (up to a maximum of 6)
2.	Appointment as Hall Master, Deputy Hall Master, Hall Warden or Assistant Hall Warden	1 (up to a maximum of 5)
3.	Student sporting activities such as involvement in coaching	1 (up to a maximum of 3)
4.	Expert advice in field of specialization to outside bodies, including universities.	1 (up to a maximum of 3)

## 10. Weights of the Scoring Areas

**Table 7:** Eligibility Score

Areas	Professor	Reader	SL	LI	LII	AL	GA
Qualification*	10	10	10	7/10	7	7/6	3/4
Teaching experience *	10	8	5	3/2	2	-	-
Time in Rank*	3	3	3	3/2	2	-	-
Teaching Quality	4	4	4	4	4	-	-
Professional Practice/Activities	3	3	2	2	-	-	-
Research/Publication	60	40	20	12/8	4	-	-
Academic Leadership/Administrative Responsibility	4	3	2	-	-	-	-
University Community/ Public Service	2	1	-	-	-	-	-
Postgraduate Supervision	3	2	-	-	-	-	-
Undergraduate Supervision	1	1	-	-	-	-	-
<b>Total Minimum Eligibility Score</b>	<b>100</b>	<b>75</b>	<b>46</b>	<b>31/28</b>	<b>19</b>	<b>7/6</b>	<b>4</b>



**Note:**

i. For Qualifications only the highest achievement shall be considered in scoring for purpose of promotion.

ii. Core scoring areas

**(b) Minimum Scores for Appointments/ Promotions**

**1. Graduate Assistant (4 points) with a minimum of 3 points from qualification**

**2. Assistant Lecturer (7/6 points)**

A total minimum qualifying score of 7 points (or 6 points) for appointment)

**3. Lecturer II (19 points)**

A candidate must obtain a total minimum qualifying score of 19, out of which 7 must be from qualification, 4 from research/publications and 4 from teaching quality.

**4. Lecturer I (31/28 points)**

A candidate with a Master's degree must obtain a total minimum qualifying score of 31, out of which 7 must be from qualification, 3 from teaching experience, 12 from research publication and 4 from teaching quality. A candidate with a Ph.D. must obtain a total minimum qualifying score of 28, out of which 10 must be from qualification, 2 from teaching experience, 8 from research/publication and 4 from teaching quality.

**5. Senior Lecturer (46 points)**

A candidate must have a total minimum qualifying score of 46, out of which 10 must be from qualification, 5 from teaching experience, 20 from research publications, 2 from academic leadership/ Administrative responsibility and 4 from teaching quality.

**6. Reader (75 points)**

A candidate must have a total minimum qualifying score of 75, out of which 10 must be from qualification, 8 from teaching experience, 40 from

research publication, 4 from teaching quality, 3 from academic leadership/administrative responsibilities and 4 from university community/public service

### **7. Professor (100 Points)**

A candidate must obtain a total minimum qualifying score of 100, out of which at least 10 must be from qualifications, 60 from research publication, 10 from teaching experience, 4 from leadership/administrative responsibilities, 4 from teaching quality and 6 from University community/public service.

#### **Note:**

These minimum score points are only guidelines to the minimum requirements that a candidate must fulfill before being eligible for promotion/appointment. In practice, especially in the higher echelon, (Senior Lecturer and above), these minimum requirements are expected to be substantially exceeded. For the avoidance of doubt, candidates aspiring to Readership and Professorship, which are the highest level of achievement in an academic career, must have distinguished themselves in research publication (with a good national and international spread), academic leadership and teaching quality.

### **J. Appraisal Form (Appendix)**