



**AHMADU BELLO UNIVERSITY
ZARIA**

GUIDELINES

FOR
**APPOINTMENTS AND
PROMOTIONS OF SENIOR STAFF**

31ST MAY, 2024



Ahmadu Bello University, Zaria

**Guidelines for Appointments and
Promotions of Senior Staff**

31st May, 2024

© Ahmadu Bello University, Zaria

All Rights Reserved

No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without permission in writing from the publishers.

ISBN:

Printed by

Ahmadu Bello University Press Limited, Zaria,
Kaduna State, Nigeria.

Tel.: 08065949711.

E-mail: abupress@abu.edu.ng, info@abupress.com.ng
abupress2013@gmail.com

Website: www.abupress.com.ng

CONTENTS

1.0	Application of the Guidelines.....	1
1.1	Interpretation of Guidelines.....	1
2.0	Definition of Terms	1
2.1	Composition of the Central Appointments and Promotions Committee/ Sub-Committees	6
2.1.1	Central Appointments and Promotions Committee ...	6
2.1.2	Terms of Reference	6
2.1.3.	Composition of complexes of the Central Appointments and Promotions Committee	8
	1) Administration and Legal Complex ‘A’.....	8
	2) Humanities Complex ‘B’	9
	3) Education Complex ‘C’	10
	4) Agric/Veterinary Complex ‘D’	11
	5) Medical Complex ‘E’	12
	6) Science Complex ‘G’	12
	7) Engineering/Env. Design Complex ‘H’	13
	8) Administrative & Other Services Complex ‘L’	14
2.1.4.	Composition of Faculty Appointments and Promotions Committee	15
2.1.5	Composition of Departmental Appointments and Promotions Committee	15
2.1.6	Terms of Reference of the Sub-Committee of the Central Appointments and Promotions Committee.....	15
2.1.7	Terms of Reference of Faculty Appointments and Promotions Committee	16
2.1.8	Terms of Reference of Departmental Appointments and Promotions Committee.....	17
3.0	Appointments	18
3.1	Types of Appointment	19
3.1.1	Letters of Appointment	21
3.1.2	Date of Assumption of Duty	21
3.1.3	Placement at Employment	21
3.1.4	Promotions	21
3.1.5	Waiting Period of Promotion	22
3.1.6	Confirmation of Appointment	22

4.0	Review of the Guidelines for the Appointments and Promotions of Senior Staff of Ahmadu Bello University.....	22
4.1	Guidelines: General Principles.....	23
4.1.1	Appointment to Academic Positions	23
4.1.2	Upgrading	23
4.1.3	Weighing of Teaching	23
4.1.4	Research Out-Put	24
4.1.5	Inventions and Patents	24
4.1.6	Acceptable Journals	24
4.1.7	Acceptable Number of Articles in a Volume of a Journal/ Chapters in Books	25
4.1.8	Acceptable Conference/Seminar/Workshop Papers	25
4.1.9	Journal Weighing and Authorship	28
5.0	Requirements of a Terminal Degree for Appoiuintment and Promotion to the rank of Senior Lecturer/Senior Research Fellow/Senior Extension Specialist	25
5.1.1	Appointments/Promotions to the Rank of Professor	26
5.1.2	Guidelines for the Handling of Appeals in Unsuccessful Cases of Promotion/Confirmation Cases for Senior Staff.....	26
5.1.3	Registration with Professional Bodies.....	26
5.1.4	Non-Promotion Cases	26
6.0	Guidelines for the Appointments and Promotions of Academic Staff	27
6.1.1	Criteria and Weighing for the Assessment of Teaching Staff	27
6.1.2	Minimum Scores and Weighing for Teaching Staff to be Obtained by Ranks	29
6.1.3	Pass Mark for the various Ranks for Teaching Staff ...	29
7.0	Criteria for Appointments	29
7.1	Admin & Legal Complex ‘A’	30
7.2	Humanities Complex ‘B’	33
7.3	Education Complex ‘C’	37
7.4	Agric/Vet. Complex	42

7.5	Medical Complex ‘E’	45
7.5.1	Medically qualified staff in both the Clinical and Pre-Clinical Sections and Non-Medically qualified teaching staff in Pre-Clinical Section and Nursing Department ...	45
7.5.2	Non-Medically qualified teaching staff in the Pre-Clinical Level/Department of Nursing ...	52
7.6	Science Complex ‘G’	56
7.7	Engineering/Env. Design Complex (H)	60
8.0	Senior Non-Teaching Staff Cadres with Degree Requirements	65
8.1	Introduction.....	65
8.2	Various Non-Teaching Cadres.....	66
8.3	Requirements for Appointments and Promotions of Degree Holders	67
8.4	Senior Non-Teaching Staff Cadres with HND, ND, Diploma and Other Qualifications	75
8.5	Introduction	75
8.6	Requirements for Appointments and Promotions of Holders of HND, ND, Diploma and Other Qualifications	76
8.7	Criteria and Weighing for Assessment of Senior Non-Teaching Staff.....	80
8.8	Key for Scoring	84
9.0	Appendices	85
9.1	Appendix I: Annual Performance Evaluation by Students (for Academic Staff)	85
9.4	Appendix II: Annual Performance Evaluation Report (for non-teaching staff)	93
9.5	Appendix III: Format for Curriculum Vitae ...	108
10.0	Ranks/Nomenclature for Non-Teaching Cadres....	107

1.0 Application of the Guidelines

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

These Guidelines as amended and approved by the Governing Council of Ahmadu Bello University supersede all previous documents relating to appointments and promotions of staff in the University.

1.1 Interpretation of Guidelines

The powers to interpret the Guidelines, except on financial matters, rest first with the Registrar and thence, on appeal, with the Vice-Chancellor. In the case of financial matters, it will be referred to the Bursar and thence, on appeal, to the Vice-Chancellor.

2.0 Definition of Terms

i The University

means Ahmadu Bello University, Zaria, as established by the Ahmadu Bello University Act of 14th October, 1975, (cap. A14..... Laws of the Federal Republic) and Act No. 11 of 1993, as amended

ii Council

means the Governing Council of Ahmadu Bello University, Zaria, as established by Section 14, Part III of Ahmadu Bello University Law and Act No. 11 of 1993, as amended.

iii Chairman of Council

means a person appointed to be Chairman of the Governing Council in accordance with Section 17 (i) Part

III of Ahmadu Bello University Law and Act No. 11 of 1993, as amended.

- iv **The Vice-Chancellor**
means a person appointed in accordance with Section 12 of Part III of Ahmadu Bello University Laws and Act No. 11 of 1993, as amended, as the Chief Executive and Academic Officer of the University who shall be the ex-officio Chairman of Senate.
- v **Deputy Vice-Chancellors**
mean persons appointed in accordance with Section 13 Part II of Ahmadu Bello University Laws and Act No. 11 of 1993, as amended, as Deputy Vice-Chancellor Administration and Deputy Vice-Chancellor Academic and shall act for the Vice-Chancellor in the absence of the Vice-Chancellor.
- vi **Registrar**
means a person appointed in accordance with Section 9 of Statute 3 of Ahmadu Bello University Laws and Act No. 11 of 1993, as amended, as Chief Administrative Officer of the University, subject to the direction of, and responsible to the Vice-Chancellor.
- vii **The Bursar**
means a person appointed in accordance with Section 10 of Statute 3 of Ahmadu Bello University Laws and Act No. 11 of 1993, as amended, as Chief Financial Officer of the University subject to the direction of, and responsible to the Vice-Chancellor.
- viii. **University Librarian**
means a person appointed in accordance with Section 10 of Statute 3 of Bello University Laws and Act No 11 of 1993, as amended, as University Librarian, subject to the direction of, and responsible to the Vice-Chancellor.

- ix **Senior Staff**
means all staff of Ahmadu Bello University on CONUASS 1 – 7, CONTISS 6 - 15 and their equivalents.
- x **Academic Staff**
means all those members of staff whose sole function or primary duty is teaching and/or research in the University.
- xi **Academic Leadership**
means contributing significantly or taking a lead in teaching, research and mentoring in Departments, Faculties, Institutes and Centres.
- xii **Senior Non-Teaching Staff**
means those members of staff who are not members of academic staff.
- xiii **Administrative Duties**
means duties performed such as:
- (a) Provost
 - (b) Dean/Director
 - (c) Deputy Dean/Deputy Director
 - (d) Assistant Dean/Assistant Director
 - (e) Head of Department/ Provosts of Agricultural Colleges/Program Leader
 - (f) Member of Council/Senate Committees/other Statutory University Committees
 - (g) Chairman/Member/Secretary to other University Committees
 - (h) Member of Faculty/Centre/Institute/ Departmental Committees
 - (i) Examination/Registration/Colloquium officer
 - (j) Postgraduate Internal Examiner/Moderator

(k) Any other duty as recognized by the relevant authority

xiv **Community Service**

means service performed other than recognised official/formal duties, to immediate community/state/nation/international such as membership of boards, editorship of journals, executive membership of professional associations etc.

xv **Central Appointments and Promotions Committee**

means a committee appointed by Council in accordance with Statute 4(4) and 8(i) for the purpose of recommending to Council the appointments of officers of the University other than the Vice-Chancellor, the Pro-Chancellor and the Deputy Vice-Chancellors and of appointing or promoting all other members of the University staff who are classified by the Council as Senior Staff.

xvi **Sub-Committees (Publications Verification Committee and Complexes) of the Central Appointments And Promotions Committee**

a) **Publications Verification Committee (PVC)**

to verify the journal articles, conference papers and other publications of staff recommended by the various Complexes for promotion to the ranks of Senior Lecturer, Reader and Professor and equivalent, as the case may be, and advise the CA&PC as appropriate. It also considers appeals made by staff members who were dissatisfied with non-approval of their cases considered in the previous year

Composition of the Committee:

Deputy Vice-Chancellor Administration - Chairman
Deputy Vice-Chancellor Academic
University Librarian
Dean, School of Postgraduate Studies
Director, Directorate of Academic Planning and Monitoring
Deputy Director/Head, Research and Innovation
2 members nominated by the CA&PC representing both Council and Senate
7 members appointed by the CA&PC on the recommendation of the Vice-Chancellor to represent different specialties and/or complexes

Quorum:

The Chairman and Five other members one of whom must be a member of CA&PC

b) Complexes

There are eight Complexes which consider promotion cases for presentation to the Central Appointments and Promotions Committee. They shall recommend to the Central Appointments and Promotions Committee, the promotion of staff from CONUASS 1 – 7, CONTISS 6 – 15 and their equivalents.

xvii College/Faculty/Institute/Centre Appointments and Promotions Committee

Each College/Faculty/Institute/Centre shall have an Appointments and Promotions Committee. The Committee shall consider cases of promotion from the Departments/Units and thereafter, recommend to the Complex.

xviii **Departmental/Units Appointments and Promotions Committee**

All Departments/Units shall have Departmental Appointments and Promotions Committee which shall consider cases of promotion of staff and make appropriate recommendations to the College/Faculty/Institute/Centre Appointments and Promotions Committee.

2.1 Composition of the Central Appointments and Promotions Committee/Sub-Committees

2.1.1 Central Appointments and Promotions Committee

- i. Vice-Chancellor - Chairman
- ii. Deputy Vice-Chancellors
- iii. 3 members of Council, 2 not being members of the Senate appointed by the Council
- iv. 3 Members of the Senate, not being members of the Council nominated by Senate
- v. Deputy Registrar (HRD) - Secretary

In Attendance

- vi Registrar
- vii. Bursar
- viii. Secretariat, Human Resources Development
- ix. Chairmen of the Complexes concerned. (for defence)

Quorum:

The Chairman

1 External member of Council

3 other members, one of whom shall be a Senate representative.

2.1.2 Terms of Reference

The functions of the Central Appointments and Promotions Committee shall be to:

- (i) recommend to Council the appointments of officers of the University, other than the Chancellor, the Pro-Chancellor, the Vice-Chancellor and the Deputy Vice-Chancellors, Administration and Academic
- (ii) appoint or promote, using established university guidelines, all other members of the University staff who are classified by Council as Senior Staff provided that:
 - (a) all promotions conform to existing staff conditions of service, including Regulations guiding Study Leave, Leave of Absence, Contract Appointment of Expatriates, Secondment, Sabbatical, Contract, Study Fellowship and Retirement during which a staff shall be promoted;
 - (b) the promotion of teaching/research staff to the posts of Reader/Principal Research Fellow/Principal Extension Specialist and Professor/Research Professor shall be determined by the recommendations of two out of the three external assessors;
 - (c) the Vice Chancellor shall arrange the appointment of three external assessors selected from the six recommended by the Dean of the Faculty;
 - (d) all Assessment Reports, whether positive or negative, on the Readership/equivalent ranks and the Professorial grade shall be tabled before the Appointments and Promotions Committee and be ratified by Council.

- (e) details of unsuccessful Assessment Reports shall be communicated to the affected staff through the Chairman of the relevant Complex;
- (f) unsuccessful candidates can be presented at the next promotion exercise after 2 (two) years effective from date of the promotion exercise;

2.1.3. Composition of Complexes of the Central Appointments And Promotions Committee

1) Administration and Legal Complex ‘A’

The membership of the Administration and Legal Complex is as follows:

ABU Business School
 Faculty of Administration
 Faculty Law
 Centre for Islamic Legal Studies

Chairmanship shall rotate amongst the Directors and Deans of the Complex

- i. Director, Institute of Administration
- ii. Dean, ABU Business School
- iii. Dean, Faculty of Administration
- iv. Dean, Faculty of Law
- v. Director, Centre for Islamic Legal Studies
- vi. Three (3) elected Heads of Department, each, from the Faculties
- vii. One (1) elected representative, of not below the rank of Professor, from each the Faculties.

In Attendance

- viii. Secretary, to rotate based on the on the incumbent chairman
- ix. Representative of the Human Resource Development Department
- x. Finance Officer, Institute of Administration.

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

2) Humanities Complex 'B'

The membership of the Humanities Complex is as follows:

Faculty of Arts

Faculty Social Sciences

Centre for Historical Research and Documentation (Arewa House)

Institute for Developmental Research and Training.

Chairmanship shall rotate amongst the Deans of the Faculties of Arts and Social Sciences.

- i. Dean, Faculty of Arts.
- ii. Dean, Faculty of Social Sciences
- iii. Director, Arewa House
- iv. Director, Institute for Developmental Research and Training
- v. Two (2) elected Heads of Department, from each of the Faculties
- vi. One (1) elected representative not below the rank of Professor, from each of the Faculties

In Attendance

- vii. Secretary (To rotate based on the incumbent Chairman).
- viii. Representative of the Human Resource Development Department

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

3) Education Complex ‘C’

The membership of the Education Complex is as follows:

Faculty of Education
Institute of Education
University Library System
School of Basic and Remedial Studies
ABU Staff School
Demonstration Secondary School

Chairmanship shall rotate amongst the Dean, Faculty of Education and the Director Institute of Education

- i. Dean, Faculty of Education.
- ii. Director, Institute of Education.
- iii. University Librarian
- iv. Director, SBRS
- v. Principal, Demonstration Secondary School
- vi. Headmaster, ABU Staff School
- v. Three (3) elected Heads of Department from the Faculty of Education.
- vi. Two (2) elected representatives of not below the rank of Professor, from the Institute of Education and Library.

In Attendance

- vii. Secretary (to rotate based on the incumbent Chairman).
- viii. A representative of the Human Resource Development Department

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

4) Agric/Veterinary Complex 'D'

The membership of the Agricultural and Veterinary Complex is as follows:

Faculty of Agriculture
Faculty Veterinary Medicine
Veterinary Teaching Hospital
Institute for Agricultural Research (IAR)
National Agricultural Extension Liaison Research
Services (NAERLS)
National Animal Production Research Institute (NAPRI)
Division of Agricultural Colleges (DAC)

Chairmanship shall rotate amongst the Deans of
Faculties of Agriculture Veterinary Medicine, Directors
IAR, NAERLS, NAPRI, DAC, Veterinary Teaching
Hospital.

- i. Dean, Faculty of Agriculture
- ii. Dean, Faculty of Veterinary Medicine
- iii. Director, Institute for Agricultural Research
- iv. Director, National Agricultural Extension Research
Liaison Services
- v. Director, National Animal Production Research
Institute
- vi. Director, Veterinary Teaching Hospital
- vii. Director, Division of Agricultural Colleges
- viii. One (1) elected Head of Department each from the
Faculties.
- ix. One (1) elected representative each of not below the
rank of Professor from IAR, NAPRI, DAC,
NAERLS and Veterinary Teaching Hospital.

In Attendance

- x. Secretary (to rotate based on the incumbent Chairman).
- xi. A representative of the Human Resource Development Department

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

5) Medical Complex 'E'

The membership of the Medical Complex is as follows:

College of Medical Sciences

- i. Chairman - Provost College of Medical Sciences
- ii. Director, University Health Services
- iii. Deans of Faculty
- iv. Five (5) elected Heads of Department

In Attendance

- vii. Secretary, College Secretary
- viii. Representative of the Human Resource Development Department

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman

6) Science Complex 'G'

The membership of the Science Complex is as follows:

Faculty of Physical Science

Faculty of Life Science

Faculty of Pharmaceutical Science

Centre for Energy Research and Training (CERT)

Iya Abubakar Institute of Information and Communication Technology

Centre for Biotechnology, Research and Training

Chairmanship shall rotate amongst the Deans, Faculty of Physical, Faculty of Life Sciences, Faculty of Pharmaceutical Sciences, and the Director, Centre for Energy Research and Training.

- i. Dean, Faculty of Physical Sciences
- ii. Dean, Faculty of Life Sciences
- iii. Dean, Faculty of Pharmaceutical Sciences
- iv. Director, Centre for Energy Research and Training
- v. Director, Iya Abubakar Institute of Information and Communication Technology
- vi. Director, Centre for Biotechnology, Research and Training
- vii. One (1) elected Head of Department from each of the Faculties
- viii. One (1) elected representative not below the rank of Professor from CERT

In Attendance

- ix. Secretary (to rotate based on the incumbent Chairman).
- x. Representative of the Human Resource Development Department

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

- 7) **Engineering/Environmental Design Complex ‘H’**
The membership of the Engineering and Environmental Design Complex is as follows:

Faculties of Engineering and Environmental Design.
Chairmanship shall rotate between the Deans of both Faculties.

- i. Dean, Faculty of Engineering.
- ii. Dean, Faculty of Environmental Design.
- iii. Two (2) elected Heads of Department, each from the Faculties

- iv. One (1) elected representative, of not below the rank of Professor, from each of the Faculties.

In Attendance

- v. Secretary-ship (to rotate based on the incumbent Chairman).
- ix. Representative of the Human Resource Development Department

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

8) **Administration & Other Services Complex 'L'**

The composition of the Administration & Other Services Complex is as follows:

Vice Chancellor's Office
Registry Department
Bursary Department
Physical Planning and Municipal Services

The membership of the Administration & Other Services Complex is as follows:

- i. Chairmanship – Registrar
- ii. Bursar
- iii. Chief Internal Auditor
- iv. Director, Physical Planning and Municipal Services
- v. Dean, Students Affairs Division
- vi. Chief Security Officer
- vii. Head, Human Resources Development Department

In Attendance

- vii. Head of Recruitment Section - Secretary
- viii. Staff of Recruitment Section - Assistant Secretary.

Quorum:

$\frac{1}{3}$ of the membership, including the Chairman.

2.1.4 Composition of Faculty Appointments and Promotions Committee

The membership of the Faculty Appointments and Promotions Committee is as follows:

- i. Chairman - Dean of Faculty
- ii. Members - Heads of Department in the Faculty
 - Professors in the Faculty
 - One elected representative, not below the rank of Senior Lecturer from each Department
- iii. In attendance - Faculty Officer (Secretary) - Faculty Finance Officer

2.1.5 Composition of Departmental Appointments and Promotions Committee

The membership of the Departmental Appointments and Promotions Committee is as follows:

- i. Chairman - Head of Department
- ii. Members - Professors in the Department
 - Ph.D holders in the Department from the rank of Senior Lecturer
- iii. In attendance - Departmental Secretary

2.1.6 Terms of Reference of the Sub-Committees of the Central Appointments and Promotions Committee

- i. To study the recommendations from the Faculties/Colleges/Institutes/Centres/ and endorse as appropriate to the Central Appointments and Promotions Committee

- ii. To recommend to the Central Appointments and Promotions Committee, the promotion of staff within the salary scale of CONUASS 1 – 7, CONTISS 6 – 15 and their equivalents.
- iii. To verify the publications of all staff recommended for promotion from the ranks of Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist to Professor.
- iv. To recommend, as appropriate, to the Central Appointments and Promotions Committee the promotion of staff from the ranks of Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist to Professor.
- vi. To assess and grade performance of staff for the purpose of appointment and promotion.

Note No member whose case is being considered shall sit on the committee during deliberations.

2.1.7 **Terms of Reference of Faculty Appointments and Promotions Committee**

- i. to constitute interview panels and conduct interviews for senior staff positions within the Faculty
- ii. to receive all recommendations from the Heads of Department for appointment to senior staff posts and to make further recommendations to the Complex Sub-Committee as to what appointment should be made and at what salary. Account should be taken of available vacancies and candidate's merits

- iii. to receive all recommendations by the Heads of Department for promotions or incremental credits, consider these in accordance with the laid down criteria, and procedures and make recommendations to the Complex Sub-Committee
- iv. to ensure as far as possible, that Heads of Department are fully committed to their recommendations
- v. to receive appeals from aggrieved staff pertaining to matters of their employment with the University and pass these to the Complex Sub-Committee with recommendations
- vi. to verify all publications and make recommendation, as appropriate, to the Complex Appointments and Promotions Committee, the promotion of staff from the ranks of Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist to Professor
- viii. to assess and grade performance of staff for the purpose of appointment and promotion.

Note No member whose case is being considered shall sit on the committee during deliberations.

2.1.8 Terms of Reference of Departmental Appointments and Promotions Committee

- i. To Screen candidates and staff for the purpose of appointments and promotion respectively
- ii. To recommend to the Faculty Appointments and Promotions Committee, the promotion of staff

within the salary scale of CONUASS 1 – 7, CONTISS 6 – 15 and their equivalents.

- iii. To undertake the verification of the publications of all staff recommended for promotion from the ranks of Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist to Professor
- iv. To make recommendation, as appropriate, to the Faculty Appointments and Promotions Committee the promotion of staff from the ranks of Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist to Professor
- v. To initiate the appointment of staff and in consultation with the Complex, conduct interviews for appointments into the departments .
- vi. To assess and grade performance of staff for the purpose of appointment and promotion.

Note No member whose case is being considered shall sit on the committee during deliberations.

3.0 Appointments

Council appoints all members of staff other than those for whom a specific method of appointment is otherwise provided, on the recommendation of the appropriate Appointments and Promotions Committee on such terms and conditions as the Council may determine.

Appointment to all positions shall be subject to available vacancies as may be determined from time to time by Establishment and Budgetary provisions.

Interviews shall be conducted and the results of such interviews will be sent to the Chairman, Central Appointments and Promotions Committee by the relevant Deans/Director/Heads of Department/Units/Programmes.

3.1 **Types of Appointments**

(i) **Permanent and Pensionable Appointment**

Only Nigerians between the ages of 18 and 50 are eligible for permanent and pensionable appointment, as academic and non-academic staff. Employees are remunerated based on salary scales, as approved by the Federal Government of Nigeria.

(ii) **Contract Appointment**

Contract appointment may be offered to expatriate only when suitable Nigerians are not available. Nigerians may be employed on contract if they are pensioners or over 50 years of age.

(iii) **Sabbatical Appointment**

This is the appointment offered, for one year, to Academic Staff and Senior Non-Teaching Staff from other universities. The officers being appointed shall be of the rank of Senior Lecturer/Senior Research Fellow/Senior Extension Specialist to Professor, for academic staff. However, for the Senior Non-Teaching Staff, the appointee shall be on CONTISS/CONHESS 13 and above.

iv) **Visiting Appointment**

This is the appointment offered to Academic Staff from other university of the ranks of Senior Lecturer/Senior Research Fellow to Professor for the purpose of exchange of knowledge.

(v) **Full-Time Temporary Appointment**

This is the appointment offered to experts for a period of 6 months to 1 year to Academic Staff of the ranks of Senior Lecturer/Senior Research Fellows to Professor or Senior professionals in the area of specialization for the purpose of the dissemination of knowledge.

(vi) **Temporary Part-Time Appointment**

This is the appointment offered to experts in the field or Academic Staff within and in other universities to complement shortages in academic Departments for the purpose of the dissemination of knowledge.

(vii) **Honorary Appointment**

This is the appointment offered to experts in the field or Academic Staff of the ranks of Senior Lecturer/Senior Research Fellows to Professor for the purpose of the dissemination of knowledge. This appointment may not attract any remuneration/honorarium.

(viii) **Adjunct Appointment**

The Vice Chancellor shall appoint as Adjunct Academic Staff (Adjunct Professor, Adjunct Reader, Adjunct Senior Lecturer, Adjunct Lecturer) persons in employment or professional practice outside the University who would add value to the Departments in which they are to be appointed because of the contribution they can make from their commercial, industrial or professional experience and affiliation.

Adjunct staff shall not necessarily be required to meet the scholarly/research requirement in terms of qualification or research track record required

for other academic staff appointments, but must possess a demonstrable set of scarce or extraordinary skill as a result of their professional standing and affiliation.

3.1.1 Letters of Appointment

Letters of appointment shall be issued by the Registrar on behalf of Council. Letters of Acceptance of appointment shall be sent by the appointee within the specific dates stipulated in the Letters of Appointment to the Registrar who shall receive such on behalf of Council.

3.1.2 Date of Assumption of Duty

The effective date of an appointment is the date of Assumption of duty by the staff and communicated by the Head of Department. Such date is referred to as '**Date of Assumption**'.

3.1.3 Placement at Employment

- (i) New appointees, with years of experience, are placed on appropriate ranks and salary on the basis of qualifications and cognate experience.
- (ii) New appointees in professional courses, from five/six year degree programmes, shall be employed as Assistant Lecturers and placed on steps as determined by the duration of the first degree programme.

3.1.4 Promotions

- a) Promotion shall take place only when a candidate is
qualified
- b) The criteria for promotion of staff in all cadres shall be based on their qualifications,

performance and conduct, as well as examination for non- academic staff.

- c) Staff on Study Fellowship can only be promoted within the duration of the Fellowship based on a satisfactory report from their supervisors.
- d) Unconfirmed staff shall not be eligible for promotion.
- e) To be eligible for confirmation, and /or upgrading, Graduate Assistant/Assistant Lecturer/Assistant Research Fellow/Assistant Extension Specialist/ Assistant Librarian must obtain Masters degree within three years or have their appointments terminated.

3.1.5 Waiting Period of Promotion

Promotion shall take place following a minimum waiting period of three (3) years for both teaching and non-teaching staff.

3.1.6 Confirmation of Appointment

- i. All senior staff on Permanent and Pensionable appointment may have their appointment confirmed after a probationary period of two (2) years, following satisfactory performance.
- ii. Where confirmation is not approved due to unsatisfactory performance, the staff shall reapply within ONE YEAR after which if not confirmed, the appointment shall be terminated.

4.0 Review of Guidelines for the Appointments and Promotions of Senior Staff of Ahmadu Bello University

The Appointments and Promotions Guidelines shall be effective from the date approved by Council. The Guidelines shall be reviewed from time to time.

4.1 Guidelines: General Principles

4.1.1 Appointment to Academic Positions

Only candidates with a minimum of Second Class Upper degrees shall be eligible for appointment to the Academic Cadre. A higher degree may be considered in exceptional cases.

4.1.2 Upgrading

Assistant Lecturer, Lecturer II and equivalent ranks in the academic cadre, who acquire a Masters, Ph.D. or relevant qualification (e.g. Part II Fellowship) in the relevant discipline/area of specialization, shall be upgraded administratively by the Vice-Chancellor on behalf of the Central Appointments and Promotions Committee to the appropriate rank, with effect from the date the degree/certificate was awarded.

However, Graduate Assistant who successfully completed their course work shall have their appointment reviewed up-ward to the next rank and their after must complete their masters degree within the specified period.

For Non-Teaching staff who acquired relevant qualification required for progression in the cadre shall be upgraded administratively by the Vice-Chancellor on behalf of the Central Appointments and Promotions Committee to the appropriate rank, with effect from the date the certificate was awarded.

4.1.3 Weighing of Teaching

Weighing of teaching has been incorporated in the Guidelines.

In consonance with this development, course evaluation by students has also been taken into consideration.

However, course evaluation by students shall only serve for administrative purposes.

4.1.4 Research Output

Shall be categorised as follows:

- i. Journal Articles published in Peer Reviewed Journals
- ii. Published Books
- iii. Articles published in Refereed Official Conference Proceedings.
- iv. Inventions/Patents/Exhibitions
- v. Variety and Livestock Breeds Releases
- vi. Conference/Seminar Papers/Extension Guides
- vii. Editorship of Published Books
- viii. Translation of Academic Books
- ix. Technical Reports/Manuals/Research Reports/Bulletins
- x. Theatre Performances and Productions
- xi. Radio/Television Documentaries/Programmes
- xii. Curriculum Development/Review/Instructional Material.

4.1.5 Inventions and Patents

- i. Where the University registers a patent from the research output of a staff or where he/she makes an invention that is potentially marketable, such an output shall also be evaluated for promotion;
- ii. Where a staff is unable to publish from his/her M.Sc. and/or Ph.D./Research Outputs due to pending patent applications, the evidence of such shall be evaluated for promotion.

4.1.6 Acceptable Journals

For the purposes of appointments and promotions, only reputable indexed journals are acceptable as follows:

- i) published by Universities;
- ii) published by recognized professional bodies;

- iii) reputable international journals;
- iv) all staff are expected to register with research data bases (SCOPUS, Google Scholar, ORCiD).

4.1.7 Acceptable number of articles in a volume of a journal/ Chapters in Books

For the purposes of appointment and promotion, the following are acceptable:

- i) two articles in a given volume of a journal
- ii) one article in a volume in which one is an editor.
- iii) one chapter in a book in which one is an editor

4.1.8 Acceptable Conference/Seminar/Workshop Papers

For the purpose of appointment and promotion, the following are acceptable:

- i) papers based on academic research or topics relevant to the candidate's discipline/area of specialization.
- ii) papers presented at Conferences/Seminars /Workshops both local and international, by tertiary institutions of the status of a University or Professionally related bodies.

4.1.9 Journal Weighing and Authorship

For the purpose of appointment and promotion, a journal article attracts one point. In this regard, a single author earns the one point. In the case of multiple authorship, the first author shall earn one point while the remaining authors shall earn 0.5 point each.

5.0 Requirement of A Terminal Degree for Appointment And Promotion to the Rank of Senior Lecturer/Senior Research Fellow/Senior Extension Specialist.

Possession of a Ph.D. is **mandatory** for appointment or promotion to the ranks of Senior Lecturer or equivalent and above.

5.1.1 Appointments/Promotions to the Rank of Professor

The rank of Professor shall be attained either by promotion or appointment

5.1.2 Guidelines for the Handling of Appeals in Unsuccessful Cases of Promotion/Confirmation Cases for Senior Staff

- i) any appeal arising from unsuccessful promotion/confirmation cases in respect of senior staff shall be submitted to the Chairman of Complex, through the Head of Department and Dean/Director.
- ii) if the Complex finds no merit in the petition, the candidate shall be so informed.
- iii) if the candidate is, however, still not satisfied, he/she may appeal through the Head of Department and Dean/Director and the Chairman of Complex to the Chairman, Central Appointment and Promotions Committee.
- iv) if the case fails thereafter, the review process shall terminate and the affected candidate should be formally informed.

5.1.3 Registration with Professional Bodies

In line with the Regulations Governing the Conditions of the Appointment of Senior Staff in Ahmadu Bello University, teaching and non-teaching staff in the appropriate professions are expected to register with their professional bodies. For teaching staff, registration with such professional bodies must be completed before the attainment of the rank of Lecturer I or equivalent and CONTISS 11 or equivalent for the non-teaching staff.

5.1.4 Non-Promotion Cases

Any employee of the University who fails to qualify for promotion to the next grade after three consecutive promotions (except those on career rank), shall have his/her appointment determined by Council upon the

submission of his/her Head of Department who is duty bound to make such submission.

6.0 Guidelines for the Appointments and Promotions of Academic staff

6.1.1 Criteria and Weighing for the Assessment of Teaching Staff

Weighing

i) Academic Qualifications: 10

5 year degree	6
1 st Class (Hons)	5
2 nd Class (Hons) upper division	4
MBBS/DVM/BDS	7
Masters Degree	8
M.Phil./MD	9
Ph.D./Part II Fellowship	10
Note: for unclassified degrees, a minimum of 3.50 CGPA is required	

Table: 1 (academic qualifications)

ii) Teaching/Supervision 30

Experience	10
Load	10
Supervision	10
Note: (the points below are cumulative)	
i. every year of teaching/clinical duties/labs demonstration/field work attracts 0.5 up to maximum of 10 points;	
ii. every credit unit for courses taught attracts 0.3 up to maximum of 10 points;	
iii. UG supervision attracts 0.5 up to maximum of 5 points	
iv. PG supervision attracts 0.5 up to maximum of 5 points	

Table: 2 (teaching/supervision)

iii) Research and Publications: - 50

Ongoing research effort	2
Grants attracted/executed	3
Patent/innovation/copyright/trademark	5
Journal Articles	25

Conference proceedings	5
Conference papers	5
Edited book chapters	3
Edited book/monograph/ exhibition/bulletin	2
Note: <ol style="list-style-type: none"> 1 point per journal article in single authorship. For two or three authors, first author earns 1 point while second and third authors earn 0.75 point each. For four and any subsequent authors, first author earns 1 point, the second and third authors earn 0.75 point each while the fourth and any subsequent authors earn 0.25 point each. 0.75 point per conference proceeding in single authorship. In multiple authorship, first author earns 0.75 while other authors earn 0.5 each; 0.5 point per conference paper in single authorship, while in multiple authorship, the first author earns 0.5 and others 0.25 each; 0.75 point per chapter in an edited book in single authorship. In multiple authorship, first author earns 0.75 while others earn 0.5 each; 1 point per edited book/monograph/exhibition/bulletin in single authorship while in multiple authorship, first author earns 1 point while others earn 0.5 each; not more than 50% of journal requirements should be single-authored; all journals must be indexed, preferably SCOPUS-indexed; for promotion from Lecturer I to Senior Lecturer, 10% of articles must be in internationally recognized journals, 20 % for Readers and 30% for Professors; Lead Authorship in Journal Articles must meet the minimum of 20% for all ranks. 	

Table: 3 (research & publications)

iv) **Community Service:** - **5**

Note: 1 point per service rendered up to maximum of 5

v) **Admin. Duties** - **5**

Note: 1 point per position held up to maximum of 5

Total Points : 100

6.1.2 Minimum Scores and weighting for Teaching Staff to be Obtained by Ranks

An academic staff must obtain the following minimum scores for the publications points allotted to this criterion respectively.

Rank	Minimum Points from Total Publications	Minimum Points from Journal Article	Minimum Points from Other Publications
Professor	25	15	10
Reader (equivalent)	20	10	10
Senior Lecturer (equivalent)	15	8	7
Lecturer I (equivalent)	10	6	4
Lecturer II (equivalent)	5	3	2

Table: 4 (minimum score for weighting)

6.1.3 Pass Mark for the various ranks for Teaching Staff

Rank	Percentage %
Professor	70%
Reader (equivalent)	65
Senior Lecturer (equivalent)	60
Lecturer I (equivalent)	50
Lecturer II (equivalent)	45

Table: 5 (pass mark)

7.0 Criteria for Appointments

The criteria of appointment of academic staff in Ahmadu Bello University, Zaria shall be carried out in compliance with the specific criteria for each of the various categories of academic staff provided below. Generally, any academic staff MUST be assessed on the primary functions of teaching, supervision, research,

clinical/library duties, community services and any additional duty considered basic for academic staff. These basic academic tasks vary from one category of academic staff to another depending on where the staff is posted/located to carry his/her primary duty within the University

7.1 Admin. & Legal Complex “A”

i. Graduate Assistant CONUASS 1

(A) To be appointed to this position, a candidate must possess:

B.Sc./B.A/B.Ed/BA.Ed/B.Sc.Ed/BLIS with a minimum of 2nd class upper grade in relevant discipline

NYSC

in addition,

Computer literacy

ii. Assistant Lecturer CONUASS 2

(A) To be appointed to this position, a candidate must possess:

Either

LLB+BL with a minimum of 2nd class upper grade

NYSC

or

M.A/M.Sc/M.Ed/MLS in relevant discipline

in addition,

Computer literacy

(B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon successful completion of course work for a masters degree. However, if he/she fails to complete the masters degree at the end of three years his/her appointment may be terminated.

iii

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline in addition to minimum publications requirement for the rank

NYSC

or

LLM+BL

or

M.A/M.Sc/M.Eng/M.Agric in relevant discipline

in addition,

Computer literacy

Candidate must score a minimum of 50% marks based on interview assessment in addition to minimum publications requirement for the rank

iv.

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal Publications required for the rank

Conference/Seminar

or

LLM, BL

Journal Publications and Conference/Seminar papers
required for the rank

At least 3 years teaching experience in a university

or

M.A /M.Sc./ MPA in relevant discipline

Journal Publications and Conference papers required for the rank

At least 6 years teaching experience in a university

in addition to the above,

Undergraduate Supervision

Admin. duties

Community service

in addition,

Computer literacy

Candidate must score a minimum of 55% marks based on interview assessment in addition to minimum publications requirement for the post

v. **Senior Lecturer** **CONUASS 5**

(A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Journal Publications and Conference papers required for the rank

in addition to the above,

Postgraduate Supervision

Admin duties community Service

At least 9 years teaching experience in a university

in addition,

Computer literacy

Candidate must score a minimum of 60% marks based on interview assessment in addition to minimum publications requirement for the post

vi **Reader** **CONUASS 6**

(A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Journal Publications and Conference papers required for the rank

in addition to the above,

Post graduate supervision

Admin duties

Community Service.

At least 12 years teaching experience in a university

in addition,

Computer literacy

Candidate must score a minimum of 65% marks based on interview assessment in addition to minimum publications requirement for the post

The appointment shall be subject to external assessment, if not already a Reader.

- vii. **Professor** **CONUASS 7**
(A) To be appointed to this position, a candidate must possess:
Ph.D. in relevant discipline
Journal Publications and Conference/Seminar papers required for the rank
in addition to the above,
Postgraduate supervision
Admin. duties
Community Service
At least 15 years teaching experience in a university
in addition,
Computer literacy
Candidate must score a minimum of 70% marks based on interview assessment in addition to minimum publications requirement for the post

The appointment shall be subject to external assessment, if not already a Professor.

7.2 Humanities Complex “B”

- i. **Graduate Assistant** **CONUASS 1**
(A) To be appointed to this position, a candidate must possess:
B.A/B.Sc. in relevant discipline with a minimum of 2nd class upper grade
NYSC
Must be computer literate

ii. **Assistant Lecturer** **CONUASS 2**

- (A) To be appointed to this position, a candidate must possess:
M.A/M.Sc. in relevant discipline
NYSC
Must be computer literate
- (B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon successful completion of course work for a masters degree. However, if he/she fails to complete the masters degree at the end of three years his/her appointment may be terminated.

iii **Lecturer II** **CONUASS 3**

- (A) For appointment to this position, a candidate must possess:
- Either**
Ph.D. in relevant discipline, journal publications and conference/seminar papers required for the rank
NYSC
or
M.A/M.Sc. in relevant discipline, journal publications and conference/seminar papers required for the position
At least 4 years teaching experience in a university.
- (B) For promotion to Lecturer II, an Assistant Lecturer must:
have spent a minimum of three (3) years as Assistant Lecturer, possess the requisite qualifications for the rank of Lecturer II and scored an overall of at least 50% in the weighing

for the various criteria for promotion as stipulated in 6.1.3 of the Guidelines.

iv. **Lecturer I** **CONUASS 4**

- (A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline.

Journal Publications and Conference/Seminar papers required for the rank

At least 3 years teaching experience in a university

or

M.A/M.Sc. in relevant discipline

Journal Publications

Conference/Seminar papers

At least 7 years teaching experience in a university

in addition to the above,

Undergraduate Supervision

Admin. duties

Community service

- (B) For promotion to Lecturer I, a Lecturer II must:

have spent a minimum of three (3) years as Lecturer II, possess the requisite qualifications for the rank of Lecturer I and scored an overall of at least 55% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

v. **Senior Lecturer** **CONUASS 5**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Journal Publications and Conference papers
required for the rank

in addition to the above,

Postgraduate Supervision

Admin duties

Community Service

At least 10 years teaching experience in a
university

(B) For promotion to Senior Lecturer, a Lecturer I
must:

have spent a minimum of three (3) years as
Lecturer I, possess the requisite qualification for
the rank of Senior Lecturer and scored an overall
of at least 60% in the weighing for the various
criteria for promotion as stipulated in item 6.1.3
of the Guidelines.

vi **Reader** **CONUASS 6**

(A) To be appointed to this position, a candidate must
possess:

Ph.D. in relevant discipline

Journal Publications and Conference papers
required for the rank

in addition to the above,

Post graduate supervision

Admin duties

Community Service

At least 13 years teaching experience in a
university

**The appointment shall be subject to external assessment,
if not already a Reader**

(B) For promotion to Reader, a Senior Lecturer
must:

have spent a minimum of three (3) years as
Senior Lecturer I, possess the requisite

qualification for the rank of Reader and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

- vii. **Professor** **CONUASS 7**
- (A) To be appointed to this position, a candidate must possess:
Ph.D. in relevant discipline
Journal Publications and Conference papers required for the rank
in addition to the above,
Postgraduate supervision
Admin. duties
Community service
At least 15 years teaching experience in a university

The appointment shall be subject to external assessment, if not already a Professor

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader,
possess the requisite qualification for the rank of Professor and scored an overall of at least 70% in the weighing for the various criteria for promotion as stipulated in 6.1.3 of the Guidelines.

7.3 Education Complex “C”

- i. **Graduate Assistant/Equivalent** **CONUASS 1**
- (A) To be appointed to this position, a candidate must possess:
B.Ed/B.A/B.Sc. in relevant discipline/
BLIS/BLS with a minimum of 2nd class grade

NYSC
Must be computer literate

- ii. **Assistant Lecturer/Equivalent CONUASS 2**
- (A) To be appointed to this position, a candidate must possess:
M.Ed/M.A/M.Sc./MLIS/MLS in relevant discipline
Must be computer literate
- (B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon successful completion of course work for a masters degree. However, if he/she fails to complete the masters degree at the end of three years his/her appointment may be terminated.
- iii **Lecturer II/Equivalent CONUASS 3**
- (A) To be appointed to this position, a candidate must possess:
- Either**
Ph.D. in relevant discipline journal publications and conference papers required for the rank
NYSC
or
M.Ed/M.A/M.Sc. in relevant discipline/MLIS/MLS, Journal and Conference/Seminar papers required for the rank
At least 4 years teaching experience in a University
- (B) For promotion to Lecturer II, an Assistant Lecturer must:
have spent a minimum of three (3) years as Assistant Lecturer I, possess the requisite qualifications for the rank of Lecturer II and

scored an overall of at least 50% in the weighing for the various criteria for promotion as stipulated in 6.1.3 of the Guidelines.

iv. **Lecturer I/Equivalent** **CONUASS** **4**

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal Publications and Conference/Seminar papers required for the rank

At least 3 years teaching experience in a University

or

M.Ed/M,A/M.Sc. in relevant discipline/
MLIS/MLS

Journal Publications and Conference/Seminar papers required for the rank

At least 7 years teaching experience in a university

in addition to the above,

Undergraduate Supervision

Admin. duties

Community service

A qualification in Education, for none holders of Education Degrees, is mandatory from this position.

(B) For promotion to Lecturer I, a Lecturer II must: have spent a minimum of three (3) years as Lecturer II, possess the requisite qualifications for the rank of Lecturer I and scored an overall of at least 55% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

- | | | | |
|----|-----------------------------------|----------------|----------|
| v. | Senior Lecturer/Equivalent | CONUASS | 5 |
|----|-----------------------------------|----------------|----------|
- (A) To be appointed to this position, a candidate must possess:
 Ph.D. in relevant discipline
 Journal Publications and Conference papers required for the rank
in addition to the above,
 Undergraduate Supervision
 Admin duties
 Community Service
 At least 10 years teaching experience in a University.
- (B) For promotion to Senior Lecturer, a Lecturer I must:
 have spent a minimum of three (3) years as Lecturer I, possess the requisite qualification for the rank of Senior Lecturer and scored an overall of at least 60% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.
- | | | | |
|----|--------------------------|----------------|----------|
| vi | Reader/Equivalent | CONUASS | 6 |
|----|--------------------------|----------------|----------|
- (A) To be appointed to this position, a candidate must possess:
 Ph.D. in relevant discipline.
 Journal Publications and Conference papers required for the rank
in addition to the above,
 Post graduate supervision:
 at least 3 Master and 3 PhD students each
 Admin duties
 Community Service.
 At least 13 years teaching experience in a university

The appointment shall be subject to external assessment, if not already a Reader

- (B) For promotion to Reader, a Senior Lecturer must:
have spent a minimum of three (3) years as Senior Lecturer, possess the requisite qualification for the rank of Reader and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

vii. **Professor** **CONUASS 7**

- (A) To be appointed to this position, a candidate must possess:
Ph.D. in relevant discipline.
Journal Publications and Conference papers required for the rank
in addition to the above,
Postgraduate supervision:
at least 8 Masters and 5 Ph.D. students each
Admin. duties
Community service
At least 15 years teaching experience in a university

The appointment shall be subject to external assessment, if not already a Professor

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader,
possess the requisite qualification for the rank of Professor and scored an overall of at least 70% in the weighing for the various criteria for promotion as stipulated in 6.1.3 of the Guidelines.

7.4 Agric./Vet. Complex “D”

- i. **Assistant Lecturer/Equivalent** **CONUASS 2**
 - (A) To be appointed to this position, a candidate must possess:
 - B. Agric/DVM or equivalent with a minimum of 2nd class grade
 - NYSC
 - in addition,**
 - Must be computer literate
- ii. **Lecturer II/Equivalent** **CONUASS 3**
 - (A) To be appointed to this position, a candidate must possess:
 - Either**
 - Ph.D. in relevant discipline, Journal publications and Conference papers
 - NYSC
 - or**
 - M. Sc. in relevant discipline
 - Journal Publications
 - Conference papers
 - (B) An Assistant Lecturer/Assistant Research Fellow or equivalent shall be upgraded to Lecturer II upon the acquisition of a Master’s degree.
If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.
- iii. **Lecturer I/Equivalent** **CONUASS 4**
 - (A) To be appointed to this position, a candidate must possess:
 - Either**
 - Ph.D. in relevant discipline
 - Journal Publications and Conference/Seminar papers required for the rank

At least 3 years teaching experience in a University.

or

M.Sc. in relevant discipline

Journal publications and Conference/Seminar papers required for the rank

At least 4 years teaching experience in a University

in addition to the above,

Undergraduate supervision

Admin. duties

Community service

- (B) For promotion to Lecturer I, a Lecturer II must: have spent a minimum of three (3) years as Lecturer II, possess the requisite qualifications for the rank of Lecturer I and scored an overall of at least 55% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

iv **Senior Lecturer/Equivalent** **CONUASS 5**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Journal Publications and Conference papers required for the rank

in addition to the above,

Postgraduate supervision

Admin. Duties

Community service

At least 10 years teaching experience in a University.

- (B) For promotion to Senior Lecturer, a Lecturer I must:

I, have spent a minimum of three (3) years as Lecturer

possess the requisite qualification for the rank of Senior Lecturer and scored an overall of at least

60% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

- v. **Reader/Equivalent** **CONUASS 6**
- (A) To be appointed to this position, a candidate must possess:
- Ph.D. in relevant discipline
 - Journal Publications and Conference papers required for the rank
 - in addition to the above,**
 - Postgraduate supervision
 - Admin. duties
 - Community service
 - At least 13 years teaching experience in a university

The appointment shall be subject to external assessment, if not already a Reader.

- (B) For promotion to Reader, a Senior Lecturer must:
- have spent a minimum of three (3) years as Senior Lecturer, possess the requisite qualification for the rank of Reader and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

- vi. **Professor** **CONUASS 7**
- (A) To be appointed to this position, a candidate must possess:
- Ph.D. in relevant discipline
 - Journal Publications and Conference papers required for the rank
 - in addition to the above,**
 - Postgraduate supervision
 - Admin. duties
 - Community service

At least 15 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Professor.

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader,
possess the requisite qualification for the rank of
Professor and scored an overall of at least 70% in
the weighing for the various criteria for promotion
as stipulated in item 6.1.3 of the Guidelines.

7.5 Medical Complex “E”

7.5.1 Medically Qualified Staff in Both the Clinical and Pre-Clinical Sections and Non-Medically Qualified Teaching Staff in Pre-Clinical Section and Nursing Department

Preamble

Academic staff in the medical complex are expected to perform their primary responsibilities of teaching, student supervision, research, clinical services, community services, administrative duties, as the case may be.

- i. **Graduate Assistant** **CONUASS 1**
B.Sc. in relevant discipline
NYSC
Computer literacy
- ii. **Assistant Lecturer** **CONUASS 2**
(A) To be appointed to this position, a candidate must possess:
Either
NRN, NRM and B.Sc. Nursing/BNSc.
NYSC
Computer literacy

Or
M.Sc. in relevant discipline
NYSC
Computer literacy
Or
MBBS
NYSC
Must be computer literate

B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon successful completion of course work for a masters degree. However, if he/she fails to complete the masters degree at the end of three years his/her appointment may be terminated.

iii **Lecturer II** **CONUASS 3**

(A) To be appointed to this position, a candidate must possess:
MBBS
Part I Fellowship of Medical Colleges
Or
At least 3 years Post- graduation experience

iv. **Lecturer I** **CONUASS 4**

(A) To be appointed to this position, a candidate must possess:
MBBS
Part II final fellowship of Medical Colleges
At least 4 years teaching experience in a University
OR
Part II final fellowship of Medical Colleges
At least 7 years relevant working experience

(B) A Lecturer II shall be upgraded to Lecturer I/Consultant upon the acquisition of the Part II Fellowship of Medical Colleges

- iv. **Senior Lecturer** **CONUASS 5**
- (A) To be appointed to this position, a candidate must possess:
MBBS
Part II Final Fellowship of the Medical Colleges
Journal Publications and Conference papers
required for the rank
in addition to the above,
Postgraduate supervision
Admin. duties
Community service
At least 10 years teaching experience in a
University
- (B) For promotion to Senior Lecturer, a Lecturer I must:
have spent a minimum of three (3) years as
Lecturer 1,
possess the requisite qualification for the rank of
Senior Lecturer and scored an overall of at least 60%
in the weighing for the various criteria for promotion
as stipulated in item 6.1.3 of the Guidelines.
- v. **Reader** **CONUASS 6**
- (A) To be appointed to this position, a candidate must possess:
MBBS
Part II Final Fellowship of the Medical Colleges
Journal Publications and Conference papers
required for the rank
in addition to the above,
Postgraduate supervision
Admin. duties
Community service
At least 13 years teaching experience in a
University

The appointment shall be subject to external assessment, if not already a Reader.

- (B) For promotion to Reader, a Senior Lecturer must:
have spent a minimum of three (3) years as Senior Lecturer, possess the requisite qualification for the rank of Reader and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

vi. **Professor** **CONUASS 7**

- (A) To be appointed to this position, a candidate must possess:
MBBS
Part II Final Fellowship of the Medical Colleges
Journal Publications and Conference papers
required for the rank
in addition to the above,
Postgraduate supervision
Admin. duties
Community service
At least 14 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Professor.

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader, possess the requisite qualification for the rank of Professor and scored an overall of at least 70% in the weighing for the various criteria for promotion as stipulated in 6.1.3 of the Guidelines.

Medically Qualified Staff in the Pre-Clinical Level

i. **Assistant Lecturer** **CONUASS 2**

- (A) To be appointed to this position, a candidate must possess:
MBBS
NYSC
Must be computer literate

Lecturer II CONUASS 3

- (A) To be appointed to this position, a candidate must possess:
MBBS, M.Sc. in a relevant discipline
- (B) An Assistant Lecturer shall be upgraded to Lecturer II upon the acquisition of a Master's degree.
If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.

iii. **Lecturer I** **CONUASS 4**

- (A) To be appointed to this position, a candidate must possess:
- Either**
- an MBBS **and** Ph.D. in relevant discipline
Journal Publication and Conference/Seminar papers required for the rank
At least 4 years teaching experience in a University
- Or**
- MBBS **and** M.Sc. in a relevant discipline
Journal Publications and Conference/Seminar papers required for the rank
At least 7 years teaching experience in a University
- in addition to the above,**
- Undergraduate supervision
Admin. duties
Community service

(B) For promotion to Lecturer I, a Lecturer II must:
have spent a minimum of three (3) years as Lecturer II,
possess the requisite qualifications for the rank of
Lecturer I and scored an overall of at least 55% in the
weighing for the various criteria for promotion as
stipulated in item 6.1.3 of the Guidelines.

iv. **Senior Lecturer** **CONUASS 5**

(A) To be appointed to this position, a candidate must
possess:

MBBS **and** Ph.D. in a relevant discipline

Journal Publications and Conference papers
required for the rank

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

At least 10 years teaching experience in a
University

(B) For promotion to Senior Lecturer, a Lecturer I must:
have spent a minimum of three (3) years as
Lecturer I,
possess the requisite qualification for the rank of
Senior Lecturer and scored an overall of at least 60%
in the weighing for the various criteria for promotion
as stipulated in item 6.1.3 of the Guidelines.

v. **Reader** **CONUASS 6**

(A) To be appointed to this position, a candidate must
possess:

MBBS **and** Ph.D. in a relevant discipline

Journal Publications and Conference papers
required for the rank

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

At least 13 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Reader

- (B) For promotion to Reader, a Senior Lecturer must:
have spent a minimum of three (3) years as Senior Lecturer, possess the requisite qualification for the rank of Reader and scored an overall of at least 65% in the Weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

vi. **Professor**

CONUASS 7

- (A) To be appointed to this position, a candidate must possess:
MBBS and Ph.D. in a relevant discipline
Journal Publications and Conference papers required for the rank
in addition to the above,
Postgraduate supervision
Admin. duties
Community service
At least 10 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Professor

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader, possess the requisite qualification for the rank of Professor and scored an overall of at least 70% in the weighing for the various criteria for promotion as stipulated in 6.1.3 of the Guidelines.

**7.5.2 Non Medically Qualified Teaching Staff in the
Pre-Clinical Level/Department of Nursing**

i. Graduate Assistant CONUASS 1

(A) To be appointed to this position, a candidate must possess:

B. Sc. in relevant discipline with a minimum of 2nd
class grade

N.Y.S.C

Must be computer literate

ii. Assistant Lecturer CONUASS 2

(A) To be appointed to this position, a candidate must possess:

Either

NRN,NRM and B.Sc. Nursing/BNSc.

NYSC

Or

M.Sc. in relevant discipline

(B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon successful completion of course work for a masters degree. However, if he/she fails to complete the masters degree at the end of three years his/her appointment may be terminated.

iii. Lecturer II CONUASS 3

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in a relevant discipline, Journal publications
and conference/seminar papers required for the rank
NYSC

Or

M.Sc. in relevant discipline, Journal publications
and conference/Seminar papers

At least 4 years teaching experience in a University

- (B) An Assistant Lecturer with an NRN, NRM and B.Sc. Nursing/BNSC shall be upgraded to Lecturer II upon the acquisition of a Master's degree.
If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.
- (C) For promotion to Lecturer II, an Assistant Lecturer must:
Have spent a minimum of three (3) years as Assistant Lecturer, possess the requisite qualifications for the rank of Lecturer II and scored an overall of at least 50% in the weighing for the various criteria for promotion as stipulated in 6.1.3 of the Guidelines.

iv. **Lecturer I** **CONUASS 4**

- (A) To be appointed to this position, a candidate must possess:
Either
Ph.D. in relevant discipline
Journal Publications and Conference/Seminar papers required for the rank
At least 3 years teaching experience in a University
Or
M.Sc. in relevant discipline to Nursing
Journal Publications
Conference/Seminar papers
At least 4 years teaching experience in a University
Or
M.Sc. in relevant discipline
Journal Publications and Conference/Seminar papers required for the rank
At least 7 years teaching experience in a University
in addition to the above,
Undergraduate supervision
Admin. duties
Community service

- (B) For promotion to Lecturer I, a Lecturer II must:
have spent a minimum of three (3) years as
Lecturer II, possess the requisite qualifications for
the rank of Lecturer I and scored an overall of at
least 55% in the weighing for the various criteria for
promotion as stipulated in item 6.1.3 of the
Guidelines.

v **Senior Lecturer** **CONUASS 5**

- (A) To be appointed to this position, a candidate must
possess:
Ph.D. in relevant discipline
Journal Publications and Conference papers
required for the rank
in addition to the above,
Postgraduate supervision
Admin. Duties
Community service
At least 10 years teaching experience in a
University

- (B) For promotion to Senior Lecturer, a Lecturer I
must:
have spent a minimum of three (3) years as
Lecturer 1,
possess the requisite qualification for the rank of
Senior Lecturer and scored an overall of at least
60% in the weighing for the various criteria for
promotion as stipulated in item 6.1.3 of the
Guidelines.

vi. **Reader** **CONUASS 6**

- (A) To be appointed to this position, a candidate must
possess:
Ph.D. in relevant discipline
Journal Publications and Conference papers
required for the rank

in addition to the above,

Postgraduate supervision

Admin. Duties

Community service

At least 13 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Reader.

- (B) For promotion to Reader, a Senior Lecturer must:
have spent a minimum of three (3) years as Senior Lecturer, possess the requisite qualification for the rank of Reader and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

vii. **Professor** **CONUASS 7**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in a relevant discipline

Journal Publications and Conference papers
required for the rank

in addition to the above,

Postgraduate supervision

Admin. Duties

Community service

At least 15 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Professor.

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader,

possess the requisite qualification for the rank of Professor and scored an overall of at least 70% in the weighing for the various criteria for promotion as stipulated in 6.1.3 of the Guidelines.

7.6 Science Complex “G”

i. Graduate Assistant/Equivalent

CONUASS 1

(A) To be appointed to this position, a candidate must possess:

B. Sc. in relevant discipline with a minimum of 2nd class grade

N.Y.S.C

Must be computer literate

ii. Assistant Lecturer/Equivalent

CONUASS 2

(A) To be appointed to this position, a candidate must possess:

Either

B.Pharm

NYSC

Or

M.Sc. in relevant discipline

Must be computer literate

(B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon successful completion of course work for a masters degree. However, if he/she fails to complete the masters degree at the end of three years his/her appointment may be terminated.

iii. Lecturer II/Equivalent

CONUASS 3

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline, Journal publications and conference/seminar paper required for the rank NYSC

Or

M.Sc. in a relevant discipline in Pharmacy

Or

M.Sc. in relevant discipline, Journal publications and

Conference/Seminar papers required for the rank

At least 4 years teaching experience in a University

- (B) An Assistant Lecturer with a B.Pharm shall be upgraded to Lecturer II upon the acquisition of a Master's degree.

If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.

- (C) For promotion to Lecturer II, an Assistant Lecturer must:

Have spent a minimum of three (3) years as Assistant Lecturer, possess the requisite qualifications for the rank of Lecturer II and scored an overall of at least 50% in the weighing for the various criteria for promotion as stipulated in 6.1.3 of the Guidelines.

iv **Lecturer I/Equivalent** **CONUASS 4**

- (A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal Publications and Conference/Seminar papers required for the rank.

At least 3 years teaching experience in a University

Or

M.Sc. in a relevant discipline in Pharmacy

Journal Publication and Conference/Seminar papers required for the rank

At least 4 years teaching experience in a University

Or

M.Sc. in relevant discipline

Journal Publications and Conference/Seminar papers required for the rank

At least 7 years teaching experience in a University

in addition to the above,

Undergraduate supervision

Admin. duties

Community service

- (B) For promotion to Lecturer I, a Lecturer II must:
have spent a minimum of three (3) years as Lecturer II,
possess the requisite qualifications for the rank of Lecturer I and scored an overall of at least 55% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

iv **Senior Lecturer/Equivalent** **CONUASS 5**

- (A) To be appointed to this position, a candidate must possess:

Ph.D. in relevant discipline

Journal Publications and Conference papers required for the rank

in addition to the above,

Postgraduate supervision

Admin. Duties

Community service

At least 10 years teaching experience in a University

- (B) For promotion to Senior Lecturer, a Lecturer I must:

have spent a minimum of three (3) years as Lecturer 1, possess the requisite qualification for the rank of Senior Lecturer and scored an overall of at least 60% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

- v. **Reader/Equivalent** **CONUASS 6**
- (A) To be appointed to this position, a candidate must possess:
- Ph.D. in relevant discipline
 - Journal Publications and Conference papers required for the rank
 - in addition to the above,**
 - Postgraduate supervision
 - Admin. Duties
 - Community service
 - Postgraduate supervision
 - At least 13 years teaching experience in a University
- The appointment shall be subject to external assessment, if not already a Reader.**
- (B) For promotion to Reader, a Senior Lecturer must:
- have spent a minimum of three (3) years as Senior Lecturer, possess the requisite qualification for the rank of Reader and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.
- vi. **Professor** **CONUASS 7**
- (A) To be appointed to this position, a candidate must possess:
- Ph.D. in relevant discipline

Journal Publications and Conference papers
required for the rank

in addition to the above,

Postgraduate supervision

Admin. Duties

Community service

At least 15 years teaching experience in a
University

**The appointment shall be subject to external
assessment, if not already a Professor.**

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader,
possess the requisite qualification for the rank of
Professor and scored an overall of at least 70% in
the weighing for the various criteria for
promotion as stipulated in 6.1.3 of the Guidelines.

7.7 Engineering/Environmental Design Complex (H)

i. Graduate Assistant CONUASS 1

- (A) To be appointed to this position, a candidate must
possess:
B.A/B.Sc. in relevant discipline with a minimum of
2nd class grade
N.Y.S.C
Must be computer literate

ii Assistant Lecturer CONUASS 2

- (A) To be appointed to this position, a candidate must
possess:
Either
B.Eng./B.Urban & Regional Planning/B.Sc.
Building/B.Sc Quantity Surveying
NYSC
Or
M.Sc./M.A/M.FA in relevant discipline
Must be computer literate

- (B) A Graduate Assistant shall be upgraded to Assistant Lecturer upon successful completion of course work for a masters degree. However, if he/she fails to complete the masters degree at the end of three years his/her appointment may be terminated.
- ii. **Lecturer II** **CONUASS 3**
- (A) To be appointed to this position, a candidate must possess:
- Either**
 Ph.D. in relevant discipline,
 Journal publication and Conference/Seminar papers required for the rank
 NYSC
- Or**
 M.Sc. B.Eng./B.Urban & Regional Planning/M.Sc. (Building)/M.Sc Quantity Surveying/M.Sc Project Construction Management
 Journal publication and Conference/Seminar papers/Technical Reports required for the rank
 At least 6 years teaching experience in a University
- Or**
 M.Sc./M.A/M.FA in relevant discipline
 Journal publication
 Conference/Seminar papers/Technical Reports required for the rank
 At least 6 years teaching experience in a University
- (B) An Assistant Lecturer with a B.Eng/B.Urban & Regional Planning/
 B.Sc. (Building) shall be upgraded to Lecturer 11 upon the acquisition of a Master's degree.
 If he/she fails to do so at the end of the three years waiting period between promotions, his/her appointment may be terminated.

- (C) For promotion to Lecturer II, an Assistant Lecturer must:
have spent a minimum of three (3) years as Assistant Lecturer, possess the requisite qualifications for the rank and scored an overall of at least 50% in the weighing for the various criteria for promotion as stipulated in 6.1.3 of the Guidelines.

v. **Lecturer I** **CONUASS 4**

- (A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal Publications and Conference/Seminar papers required for the rank

At least 3 years teaching experience in a University

Or

M.Sc. Eng/Urban & Regional Planning/M.Sc. (Building)

Journal Publications and Conference/Seminar papers required for the rank

At least 4 years relevant experience in a University

Or

M.Sc./M.A. in relevant discipline

Journal Publications and Conference/Seminar papers/Technical Reports required for the rank

Or

for Artists (painters/sculptors)

M.FA

Journal Publications

Exhibition Catalogues/Books

Conference/seminar papers/Technical Reports required for the rank

At least 7 years relevant experience in a University

in addition to the above,

Undergraduate supervision

Admin. duties

Community service

- (B) For promotion to Lecturer I, a Lecturer II must:
have spent a minimum of three (3) years as
Lecturer II,
possess the requisite qualifications for the rank of
Lecturer I and scored an overall of at least 55% in
the weighing for the various criteria for promotion as
stipulated in item 6.1.3 of the Guidelines.

v **Senior Lecturer** **CONUASS 5**

- (A) To be appointed to this position, a candidate must
possess:

Either

Ph.D. in relevant discipline

Journal Publications and Conference papers
required for the rank

Or

for Artists (painters/sculptors)

Ph.D.

Journal Publications and Conference papers
required for the rank

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

At least 10 years teaching experience in a
University

- (B) For promotion to Senior Lecturer, a Lecturer I
must:
have spent a minimum of (3) three (3) years as
Lecturer I, possess the requisite qualification for
the rank of Senior Lecturer and scored an
overall of at least 60% in the weighing for the
various criteria for promotion as stipulated in
item 6.1.3 of the Guidelines.

vi

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal publications and Conference papers
required for the rank

Or

for Artists (painters/sculptors)

Ph.D.

Journal publications

Exhibition Catalogues/Books

Conference papers/Technical Reports required for the rank

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

At least 13 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Reader.

(B) For promotion to Reader, a Senior Lecturer must:

have spent a minimum of three (3) years as Senior Lecturer, possess the requisite qualification for the rank of Reader and scored an overall of at least 65% in the weighing for the various criteria for promotion as stipulated in item 6.1.3 of the Guidelines.

vi

(A) To be appointed to this position, a candidate must possess:

Either

Ph.D. in relevant discipline

Journal publications and Conference papers required for the rank

or

for Artist (painters/sculptures)

Ph.D

Journal publications and

Exhibitions/Catalogues/Books

Conference papers/Technical Reports required for the rank

in addition to the above,

Postgraduate supervision

Admin. duties

Community service

Postgraduate supervision

At least 15 years teaching experience in a University

The appointment shall be subject to external assessment, if not already a Professor.

- (B) For promotion to Professor, a Reader must:
have spent a minimum of three (3) years as Reader,
possess the requisite qualification for the rank of Professor and scored an overall of at least 70% in the weighing for the various criteria for promotion as stipulated in 6.1.3 of the Guidelines.

8.0 Senior Non-Teaching Staff Cadres With Degree Requirements

8.1 Introduction

- i. Candidates to be employed in all cadres listed below **must** possess first degree with a minimum of second class in the relevant discipline and shall be interviewed and pass prescribed examinations;

- ii. To be appointable and promotable, a candidate must score a minimum of 60% or as indicated against the rank;
- iii. All appointments and promotions to any of the positions in these cadres shall be subject to available vacancies as may be determined from time to time by Establishment and Budgetary provisions;
- iii. Proficiency in computer is mandatory;
- iv. NYSC discharge/exemption certificate where applicable;
- v. Demonstrate proficiency in oral and written English.
- vi. The minimum waiting period for officers in these cadres shall be three (3) years. However, for the terminal positions on CONTISS 14 and equivalents, the waiting period shall be four (4) years and five (5) years for position on CONTISS 15 or equivalent subject to availability of vacancy in the units/specialties.

8.2 Various Non-Teaching Cadres:

- i. Network Administrator and Network Engineer Cadre
- ii. Information Systems Cadre
- iii. Network Programmer Cadre
- iv. Systems Programmer/Analyst Cadre
- v. Administrative Cadre
- vi. Legal Officer Cadre
- vii. Accounting Cadre
- viii. Procurement Officer Cadre
- ix. Audit Cadre

- x. Editor/Information and Protocol Officer/Public Relations and Publicity
- xi. News & Programme Cadre
- xii. Officer/Strategic Research and Communication Officer Cadre
- xiii. Counselling Psychologist Cadre
- xiv. Coach Cadre
- xv. Security Officer Cadre
- xvi. Archivist Cadre
- xvii. Curator Cadre
- xviii. Master Cadre
- xix. Library Officer Cadre
- xx. Engineer Cadre
- xxi. Architect Cadre
- xxii. Quantity Surveyor Cadre
- xxiii. Campus Planner Cadre
- xxiv. Building Officer Cadre
- xxv. Medical/Dental Officer Cadre
- xxvi. Pharmacist Cadre
- xxvii. Staff Nurse/Midwifery Cadre
- xxviii. Medical Laboratory Scientist
- xxix. Radiography Cadre
- xxx. X-ray Technicians
- xxxi. Communication/Advancement/Development/Alumni/Linkages Officer Cadre
- xxxii. Academic Planning Cadre

8.3 Requirements for appointments and promotions of degree holders

- i. **CONTISS /CONHESS 7**
 - a) To be appointed to positions on CONTISS/CONHESS 7, candidates **must** possess the following qualifications:
 - i. Bachelor's degree in the relevant discipline

- ii. **CONTISS/CONHESS 8**
- a) To be appointed to positions on CONTISS/CONHESS 8, candidates **must** possess the following qualifications in the relevant discipline:

Either

B.Eng/LL.B+BL/B. Nursing/B.Tech/M.Sc Arch/B.URP/
B.Sc Quantity Surveying/B.Sc Building/BMLS &
Internship/ M.Ed Guidance & Counselling

Or

B.A/B.Sc Humanities/Business Administration/
Accounting/Public Administration/Social Sciences/
Computer Science/Guidance and Counselling/
Physical & Health Education
At least three (3) years cognate experience

- a) For promotion to positions on CONTISS 8, staff **must** have spent a minimum of three (3) years on CONTISS/CONHESS 7, possess the requisite qualification for the position on CONTISS/CONHESS 8 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.7 and 8.8 of the Guidelines.

- iii. **CONTISS/CONHESS 9**
- a) To be appointed to positions on CONTISS/CONHESS 9, candidates **must** possess the following qualifications in the relevant discipline:
- Either**
B.Pharm
- In addition**
NYSC discharge/exemption certificate
Registered member with the Pharmacist
Registration
Council of Nigeria

Or
 B.A/B.Sc
 Humanities/Business
 Administration/Accounting/
 Public Administration/Social Sciences/
 Computer Science/Guidance and Counselling/
 Physical & Health Education
 At least six (6) years cognate experience

- b) For promotion to CONTISS/CONHESS 9, staff **must** have spent a minimum of three (3) years on CONTISS/CONHESS 8, possess the requisite qualification for the positions on CONTISS/CONHESS 9 with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.7 and 8.8 of the Guidelines.

At this level staff are expected to have registered as members of COREN/QSRBN/CORBON/ARCON/ TOPREC/ ICAN/ANAN/TRCN and other relevant professional qualifications for each of the cadres

- iv. **CONMESS 2**
 To be appointed to positions on CONMESS 2, candidates **must** possess:
 MBBS/Bachelor of Dental Surgery
In addition
 Registration with Medical & Dental Council of Nigeria
- v. **CONTISS/CONHESS 11**
 a) To be appointed to positions on CONTISS/CONHESS 11, candidates **must** possess the following qualifications in the relevant discipline:
 B.A/B.Sc

Humanities/Business
Administration/Accounting/
Public Administration/Social Sciences/
Computer Science/Guidance and Counselling/
Physical & Health Education
At least nine (9) years cognate experience, or six
(6) years for candidates employed on
CONTESS/CONHESS 8 and three (3) years for
candidates employed on CONTESS/CONHESS 9

- b) For promotion to positions on
CONTESS/CONHESS 11, staff **must** have
spent a minimum of three (3) years on
CONTESS/CONHESS 9 as applicable, possess
the requisite qualification for the positions on
CONTESS/CONHESS 11 with at least an overall
average of 60% in the weighing for the various
criteria for promotion as stipulated in item 8.7
and 8.8 of the Guidelines.

vi. **CONTESS 12/CONMESS 3**

- a) To be appointed to positions on CONTESS
12/CONMESS 3,
candidates **must** possess:

MBBS/Bachelor of Dental Surgery
At least six (6) years cognate experience

In addition

- a. NYSC discharge/exemption certificate
b. Registration with Medical & Dental Council
of Nigeria
b) For promotion to positions on CONTESS
12/CONMESS 3, staff **must** have spent a
minimum of three (3) years on CONTESS
11/CONMESS 2, possess the requisite
qualification for the positions on CONTESS
12/CONMESS/3 with at least an overall
average of 60% in the weighing for the

various criteria for promotion as stipulated in item 8.7 and 8.8 of the Guidelines.

For positions on CONTISS 13/CONMESS 4 and above, possession of postgraduate qualifications will be an added advantage.

- vii. **CONTISS /CONHESS 13**
- a) To be appointed to positions on CONTISS 13, candidates **must** possess the following qualifications in the relevant discipline:
Either
B.A/B.Sc
Humanities/Business
Administration/Accounting/
Public Administration/Social Sciences/
Computer Science/Guidance and Counselling/
Physical & Health Education
At least twelve (12) years cognate experience
Or
At least nine (9) years cognate experience
for candidates with qualifications in
CONTISS/CONHESS 8 and
CONTISS/CONHESS 9.
- b) For promotion to positions on CONTISS/CONHESS 13, staff **must** have spent a minimum of three (3) years on CONTISS/CONHESS 11, possess the requisite qualification for the position on CONTISS/CONHESS 13 with at least an overall average of 65% in the weighing for the various criteria for promotion as stipulated in item 8.7 and 8.8 of the Guidelines

Unless otherwise reviewed, Terminal grade for the following cadres:

- i. Editor/Information and Protocol Officer/Public Relations and Publicity Officer Cadre
- ii. Strategic Research and communication Officer Cadre
- iii. Security Officer Cadre
- iv. Archivist Cadre
- v. Curator Cadre
- vi. Library Officer Cadre
- vii. Master Cadre
- viii. **CONTISS/CONHESS 14**
 - a) To be appointed to positions on CONTISS 14, candidates **must** possess the following qualifications in the relevant discipline:
Either
B.A/B.Sc
Humanities/Business
Administration/Accounting/
Public Administration/Social Sciences/
Computer Science/Guidance and Counselling/
Physical & Health Education
At least fifteen (15) years cognate experience
Or
At least twelve (12) years cognate experience for candidates with qualifications in CONTISS 8,
CONTISS 9
In addition
 - a. NYSC discharge/exemption certificate
 - b. Demonstrate a flair for oral and written English
 - B) For promotion to positions on CONTISS 14, staff **must** have spent a minimum of four (4) years on CONTISS 13, possess the requisite

qualification for the position on CONTISS 14 with at least an overall average of 70% in the weighing for the various criteria for promotion as stipulated in item 8.7 and 8.8 of the Guidelines and must:

- a. Demonstrate maturity, good human relation and a high sense of responsibility
- b. Demonstrate ability for initiative and innovation
- c. Contribute to the development of the University
- d. Demonstrate good leadership quality
- e. Must possess master degree as additional qualification

Unless otherwise reviewed, Terminal grade for the following cadres:

- i. Systems Programmer/Analyst Cadre
- ii. Network Administrator and Network Engineer Cadre
- iii. Information Systems Cadre
- iv. Network Programmer Cadre
- v. News & Programme Cadre
- vi. Staff Nurse/Midwifery Cadre
- vii. Audit Cadre
- viii. Coach Cadre
- ix. Procurement Officer Cadre
- x. Legal Officer Cadre
- xi. Counselling Psychologist Cadre
- xii. Campus Planner Cadre
- xiii. Engineer Cadre
- xiv. Architect Cadre
- xv. Quantity Surveyor Cadre
- xvi. Building Officer Cadre
- xvii. Radiography Cadre
- xviii. X-ray Technicians
- xix. Academic Planning Cadre

- xx. Communications/Advancement/Development/Alumni/
Linkages Officer Cadre

Note: Promotion to this position may be subject to
available vacancy

ix. **CONTISS/CONHESS 15/CONMESS 7**

- a) To be appointed to positions on CONTISS
15/CONMESS 7, candidates **must** possess the
following qualifications

in the relevant discipline:

Either

MBBS/Bachelor of Dental Surgery

At least fifteen (15) years cognate experience

In addition

- a. NYSC discharge/exemption certificate
- b. Registration with Medical & Dental Council
of Nigeria

Or

B.Sc., B.Pharm

At least fifteen (15) years cognate experience

- b) For promotion to positions on
CONTISS/CONHESS 15/CONMESS 7, staff
must have spent a minimum of five (5) years on
CONTISS 14, possess the requisite qualification
for the positions on CONTISS/CONHESS
15/CONMESS 7 with at least an overall average
of 70% in the weighing for the various criteria
for promotion as stipulated in item 8.7 and 8.8 of
the Guidelines.

Terminal grade for the following cadres:

- i. Admin Cadre
- ii. Accounting Cadre
- iii. Medical Lab Scientist
- iv. Pharmacist Cadre
- v. Medical/Dental Officer Cadre

8.4 Senior Non-Teaching Staff Cadres With HND, ND, Diploma And Other Relevant Qualifications

8.5 Introduction

- i. Candidates to be employed in all cadres listed below **must** possess one of the following qualifications: HND, ND, Diploma, NRN, NRM certificate and shall be interviewed, pass prescribed examinations and score not less than 60% or as indicated against the rank.
- ii. All appointments and promotions to any of the positions in these cadres shall be subject to available vacancies as may be determined from time to time by Establishment and Budgetary provisions.
- iii. Proficiency in computer is mandatory for all staff to be employed.
- iv. NYSC discharge/exemption certificate where applicable;
- v. Demonstrate proficiency in oral and written English.
- vi. The minimum waiting period for officers in these cadres shall be three (3) years. However, for the terminal positions on CONTISS 14 and equivalents, the waiting period shall be four (4) years and five (5) years for position on CONTISS 15 or equivalent subject to availability of vacancy in the units/specialties.
 - i. Technical Cadre
 - ii. Computer Operator Cadre
 - iii. Store Officer Cadre
 - iv. Security Cadre

- v. Fire Officer Cadre
- vi. Library Officer Cadre
- vii. Master Cadre
- viii. Nurse Tutor Cadre
- ix. Staff Nurse/Midwife Cadre
- x. Environmental Health Officer Cadre
- xi. Community Health Officer Cadre
- xii. Dental Therapist Cadre
- xiii. Pharmacy/X-ray Technician Cadre
- xiv. Medical Records Officer Cadre
- xv. Technologist Cadre
- xvi. Executive Officer Cadre
- xvii. Confidential Secretary Cadre
- xviii. Secretarial Cadre
- xix. Social Welfare Officer Cadre
- xx. Assistant Works Superintendent Cadre
- xxi. Driver/Mechanic Cadre

8.6 Requirements for appointments and promotions of holders of HND, ND, Diploma and other qualifications

i. CONTISS 6

- a) To be appointed to positions on CONTISS 6, Candidates **must** possess the following qualifications in the relevant discipline:
Either
ND/Diploma
Or
Pharmacy Technician Certificate from a recognized School of Health Technology
In addition
Registration with IMLT (Institute of Medical Laboratory Technology)

ii. CONTISS 7

- a) To be appointed to positions on CONTISS 7,

candidates **must** possess the following qualifications in the relevant discipline:

Either

HND

Or

ND/Diploma

At least three (3) years cognate experience

Or

NRN, NRM

In addition

Registration with Nursing & Midwifery Council of Nigeria (NMCN)

- b) For promotion to positions on CONTISS 7, staff **must** have spent a minimum of three (3) years on CONTISS 6, with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.7 and 8.8 of the Guidelines.

iii.

CONTISS 8

- a) To be appointed to positions on CONTISS 8, candidates **must** possess the following qualifications in the relevant discipline:
HND
At least three (3) years cognate experience
- b) For promotion to positions on CONTISS 8, staff **must** have spent a minimum of three (3) years on CONTISS 7, with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.7 and 8.8 of the Guidelines.

- iv. **CONTISS 9**
- a) To be appointed to positions on CONTISS 9, candidates **must** possess the following qualifications in the relevant discipline:
HND
At least six (6) years cognate experience
 - b) For promotion to positions on CONTISS 9, staff **must** have spent a minimum of three (3) years on CONTISS 8, with at least an overall average of 60% in the weighing for the various criteria for promotion as stipulated in item 8.7 and 8.8 of the Guidelines.

At this level staff are expected to have registered as members of their relevant professional bodies and acquire the necessary certification relevant to the cadre.

This is the terminal grade for all ND/Diploma/AWS/ASP holders and their equivalent, except for staff with a higher qualification.

- v. **CONTISS 11**
- a) To be appointed to positions on CONTISS 11, candidates **must** possess the following qualifications in the relevant discipline:
HND
At least nine (9) years cognate experience
 - b) For promotion to positions on CONTISS 11, staff **must** have spent a minimum of three (3) years on CONTISS 9, with at least an overall average of 65% in the weighing for the various

criteria for promotion as stipulated in item 8.7 and 8.8 of the Guidelines.

This is the terminal rank for NCE holders

- vi. **CONTISS 12**
- a) To be appointed to positions on CONTISS 12, candidates **must** possess the following qualifications in the relevant discipline:
HND
At least twelve (12) years cognate experience
 - b) For promotion to positions on CONTISS 12, staff **must** have spent a minimum of three (3) years on CONTISS 11, with at least an overall average of 65% in the weighing for the various criteria for promotion as stipulated in item 8.8 of the Guidelines.
- vii. **CONTISS 13**
- a) For promotion to positions on CONTISS 13, staff **must** have spent a minimum of three (3) years on CONTISS 12, with at least an overall average of 65% in the weighing for the various criteria for promotion as stipulated in item 8.7 and 8.8 of the Guidelines.
- Unless otherwise reviewed, Terminal grade for all the cadres except Technologist cadre:**
- viii. **CONTISS 14**
- a) For promotion to positions on CONTISS 14, staff **must** have spent a minimum of four (4) years on CONTISS 13 and possession of M.Sc. degree, with at least an overall average of 70% in the weighing for the various criteria for

promotion as stipulated in item 8.7 and 8.8 of the Guidelines.

- b) Promotions to CONTISS 14 is subject to availability of vacancy and possession of postgraduate qualifications.

ix. **CONTISS 15**

- a) For promotion to positions on CONTISS 15, staff **must** have spent a minimum of five (5) years on CONTISS 14 and possession of M.Sc. degree, with at least an overall average of 70% in the weighing for the various criteria for promotion as stipulated in item 8.7 and 8.8 of the Guidelines.
- c) Promotions to CONTISS 15 is subject to availability of vacancy and possession of postgraduate qualifications.

8.7 Criteria for Weighting for the Assessment of Non-Teaching Staff

The Guidelines recognize and adopt the differentiation of work load for non-teaching staff who support the delivery of the three mandates of the University (teaching, research and community service). The tools for the assessment may vary depending on the cadre of the staff. Table 6 provides the summary items for the assessment of non-teaching staff.

Key Items for Weighting	CONTISS 7	CONTISS 8	CONTISS 9	CONTISS 11	CONTISS 12 (**)	CONTISS 13(***)	CONTISS 14	CONTISS 15 (*****)
<u>Academic Qualification</u>								
1 st Deg/Equ*	25	20	15	5	5	5	5	
2 nd Degree		5	5	10	10	10	7	
PhD							3	
Professional Qualification	5	5	10	10	10	10	10	
Interview Performance (****)	20 (for employment)	20 (for employment)	15	10	10	20	20	
Examination	20 (for employment)	20 (for employment & promotion)	20	25	20	15	15	

Community Services	-	-	10	15	15	20	20	
Mentorship	-	-	-	5	10	10	10	
APER form (*****)	30 (for promotio)	30	25	15	15	10	10	
Total	100	100	100	100	100	100	100	

Table 6: Summary of weighting for the assessment of Non-Teaching staff (For Degree Holders)

*Qualifications relevant to the cadre and grade

** Interview applicable to cadres that terminate at CONTISS 13

*** Interview applicable to cadres that terminate at CONTISS 14

**** CONTISS 12, 13 & 14 must score at least 70% from Interview

***** CONTISS 7, 8, 9 & 11 must score at least 70% from APER

***** CONTISS 15, is by appointment

CONTISS 7,8 &9	CONTISS 11&12	CONTISS 13	CONTISS 14
55%	60%	65%	70%

Table 7: Minimum Pass Marks for Appointment/Progression

Key Items for Weighting	CONTISS 7	CONTISS 8-9	CONTISS 11-12	CONTISS 13-14
Academic Qualification	Grade of Distinction and credit	Grade of Distinction and credit	Grade of Distinction and Credit	Grade of Distinction and credit
OND/Equivalent with 3 years of experience	30	30	20	10
HND/Equivalent	Grade of Merit 20	Grade of Merit 20	Grade of Merit 10	Grade of Merit 5
Professional Qualification	10	10	15	15
Examination	35	20	20	15
Interview Performance	25	15	10	20
Community Services	-	5	10	15
Mentorship	-	-	10	15
APER form (*****)	-	20	15	10
Total	100	100	100	100

Table 8: Summary of weighting for the assessment of Non-Teaching staff (Diplomas & Equivalent)

*Qualifications relevant to the cadre and grade

** Interview applicable to cadres that terminate at CONTISS 13

*** Interview applicable to cadres that terminate at CONTISS 14

**** CONTISS 12, 13 & 14 must score at least 70% from Interview

***** CONTISS 7, 8, 9 & 11 must score at least 70% from APER

***** for the promotion of staff with pass diploma or equivalent, an abridged course should be arranged

CONTISS 7	CONTISS 8 - 9	CONTISS 11-12	CONTISS 13-14
55%	60%	65%	70%

Table 9: Minimum Pass Marks for Appointment/ Progression

8.8 Key for Scoring

a)	80	-	100%	=	A (Excellent)	Pass
b)	70	-	79%	=	B (Very Good)	Pass
c)	60	-	69%	=	C (Good)	Pass
d)	50	-	59%	=	D (Fair)	Fail
e)	40	-	49%	=	E (Poor)	Fail
f)	0	-	39%	=	F (Very Poor)	Fai

Appendix I: Annual Performance Evaluation

Course Evaluation by Students (for Academic Staff)

To ensure that staff employed by A.B.U. discharge their duties/responsibilities competently, efficiently and in line with the expectations of the University Council, academic staff shall be subjected to an annual performance evaluation by their Heads of Department, as well as their students.

Two or three positive (good) assessments in the three or four years required between promotions, as the case may be, in addition to other Guideline requirements shall determine whether a staff gets promoted or not. Staff with unsatisfactory performance with average scores less than 60 shall not be promoted. They shall be advised to improve their performance to attain a minimum of 60% average score which is just a satisfactory performance. Professors with unsatisfactory performance should be demoted. If no improvement for successive years, the staff should be advised to withdraw from the University.

Teaching Staff shall be evaluated by their students through the under-listed parameters.

Instruction to Students

Please read the following sections carefully and complete by ticking one of each of the following, on the scale of 0 - 4 as your answer.

A) COURSE CONTENT, ORGANISATION AND PLANNING

i. Was the course content clearly delivered?

- a) No - 0 point
- b)Hardly well delivered - 1 point
- c) Fairly well delivered - 2 points
- d)Very well delivered - 3 points
- e) Excellently delivered - 4 points

ii. Was the course well organised?

- a) No - 0 point
- b)Hardly well organised - 1 point
- c) Fairly well organised - 2 points
- d)Very well organised - 3 points
- e) Excellently organised - 4 points

iii. Was the course content properly presented?

- a) No - 0 point
- b)Hardly well presented - 1 point
- c) Fairly presented - 2 points
- d)Very well presented - 3 points
- e) Excellently presented - 4 points

B) TEACHERS' MASTERY OF CONTENT

i. Was teachers' mastery of content visible?

- a) No - 0 point
- b)Hardly visible - 1 point
- c) Fairly visible - 2 points
- d)Very visible - 3 points
- e) Excellently visible - 4 points

ii. Was the teacher able to show familiarity with both old and new concepts within the content area?

- a) No - 0 point
- b)Hardly familiar - 1 point
- c) Fairly familiar - 2 points

- d) Very familiar - 3 points
- e) Excellently familiar - 4 points

iii. Was the course broken into manageable sub-themes?

- a) No - 0 point
- b) Hardly broken - 1 point
- c) Fairly broken - 2 points
- d) Very well broken - 3 points
- e) Excellently broken - 4 points

C) METHODOLOGY

i. Was the medium of course presentation (language) effective?

- a) No - 0 point
- b) Hardly effective - 1 point
- c) Fairly effective - 2 points
- d) Very effective - 3 points
- e) Excellently effective - 4 points

ii. Was the content presented as dictation?

- a) Yes - 0 point
- b) Very well dictated - 1 point
- c) Fairly dictated - 2 points
- d) Hardly dictated - 3 points
- e) Not dictated - 4 points

iii. Was the method used interactive?

- a) No - 0 point
- b) Hardly interactive - 1 point
- c) Fairly interactive - 2 points
- d) Very interactive - 3 points
- e) Excellently interactive - 4 points

iv. Was any room given for students' questions?

- a) No - 0 point
- b) Hardly any room - 1 point

- c) Fair room - 2 points
- d) Very much room - 3 points
- e) Excellent room - 4 points

D) Punctuality / Use of the Duration of Lecture Period

i. Were classes held punctually and at the time indicated on the time table?

- a) No - 0 point
- b) Hardly punctual - 1 point
- c) Fairly punctual - 2 points
- d) Very punctual - 3 points
- e) Excellently punctual - 4 points

ii Was the lecture period utilized fully?

- a) No - 0 point
- b) Hardly utilized - 1 point
- c) Fairly utilized - 2 points
- d) Very well utilized - 3 points
- e) Excellently utilized - 4 points

iii. Did the course lecturer tolerate late coming by students?

- a) Yes - 0 points
- b) Very well tolerated - 1 points
- c) Fairly well tolerated - 2 points
- d) Hardly tolerated - 3 points
- e) No - 4 points

iv. Was any Record of Students' Attendance kept?

- a) No - 0 point
- b) Hardly kept - 1 point
- c) Fairly kept - 2 points
- d) Very well kept - 3 points
- e) Excellently kept - 4 points

E) LECTURER/STUDENTS INTERACTION

i. Was any provision made for lecturer/students interaction?

- | | | | |
|----|-----------------------|---|----------|
| a) | No | - | 0 point |
| b) | Hardly interactive | - | 1 point |
| c) | Fairly interactive | - | 2 points |
| d) | Very interactive | - | 3 points |
| e) | Excellent interactive | - | 4 points |

ii. Was there evidence of proper record of students' work?

- | | | | |
|----|-------------------|---|----------|
| a) | No | - | 0 point |
| b) | Hardly evident | - | 1 point |
| c) | Fairly evident | - | 2 points |
| d) | Very evident | - | 3 points |
| e) | Excellent evident | - | 4 points |

iii. Was the lecturer easily accessible?

- | | | | |
|----|----------------------|---|----------|
| a) | No | - | 0 point |
| b) | Hardly accessible | - | 1 point |
| c) | Fairly accessible | - | 2 points |
| d) | Very accessible | - | 3 points |
| e) | Excellent accessible | - | 4 points |

iv. Was there visible enthusiasm for the course on the lecturer's part?

- | | | | |
|----|------------------------|---|----------|
| a) | No | - | 0 point |
| b) | Hardly enthusiastic | - | 1 point |
| c) | Fairly enthusiastic | - | 2 points |
| d) | Very enthusiastic | - | 3 points |
| e) | Extremely enthusiastic | - | 4 points |

v. Did the class display any clear interest in the course?

- | | | | |
|----|-------------------|---|----------|
| a) | No | - | 0 point |
| b) | Hardly interested | - | 1 point |
| c) | Fairly interested | - | 2 points |
| d) | Very interested | - | 3 points |

- e) Extremely interested - 4 points

F) Course Relevance

i. Has the course any relevance to your career needs/general intellect?

- a) No - 0 point
- b) Hardly relevant - 1 point
- c) Fairly relevant - 2 points
- d) Very relevant - 3 points
- e) Extremely relevant - 4 points

ii. Was the course taught in a combination of theory and practice?

- a) No - 0 point
- b) Hardly taught - 1 point
- c) Well taught - 2 points
- d) Very well taught - 3 points
- e) Extremely well taught - 4 points

G) Learning materials

i. Were sufficient learning materials made available or suggested for the course?

- a) No - 0 point
- b) Hardly sufficient - 1 point
- c) Fairly sufficient - 2 points
- d) Well sufficient - 3 points
- e) Very well sufficient - 4 points

ii. Were the materials for the course mainly out of date?

- a) Very out of date - 0 point
- b) Out date - 1 point
- c) Fairly out of date - 2 points
- d) Up-to-date - 3 points
- e) Very up-to-date - 4 points

iii. Were the materials for the course diverse and well balanced?

- a) No - 0 point
- b) Fairly balanced - 1 point
- c) Averagely balanced - 2 points
- d) Very well balanced - 3 points
- e) Extremely balanced - 4 points

iv. Did the course involve regular use of quiz, tests and examinations?

- a) No - 0 point
- b) Hardly used - 1 point
- c) Fairly used - 2 points
- d) Well used - 3 points
- e) Very well used - 4 points

v. Were the tests and examinations useful in facilitating teaching/learning?

- a) No - 0 point
- b) Hardly useful - 1 point
- c) Fairly useful - 2 points
- d) Very useful - 3 points
- e) Extremely useful - 4 points

Key to Assessment

1. Excellent (80% and above)
An exceptional employee, outstanding in most respects.
2. Very Good (70 - 79%)
An efficient and effective employee
3. Good (60 - 69%)
A moderately competent employee
4. Satisfactory (50 - 59%)
An average employee with room for improvement.
5. Not Satisfactory (40 -49%)
Definitely not up- to the duties of the grade

6. Poor (Below 40%)

Heads of Department shall call the attention of affected staff for Performance improvement.

Appendix II:

9.0 Annual Performance Evaluation Report (for Non-Teaching Staff)

PARTS I & II (To be completed by staff)

Period of Report	
From	To

PART I

Personal Record of Service

Please complete this part carefully. **Wrong, inaccurate or false information may result in your disqualification for confirmation of appointment or promotion, and may lead to disciplinary action against you.**

1. Full Name of Staff (Block Letters) Surname first
Prof./Dr./Mr./Ms/Mrs./Miss.....
2. P. No.
3. Faculty/Institute/Centre.....
Department:..... nit:.....
4. (A) **Personal Particulars**
 - (i) Date of Birth (dd/mm/yy)
 - (ii) Date of first appointment:
 - (iii) Position at first appointment
 - (iv) Date of Confirmation.....
 - (v) Present Rank.....
 - (vi) Date of Last Promotion.....
 - (vii) Current Salary Level and Step.....

(B) Qualifications Obtained with Dates
(Academic/Professional; Start with the highest)

	Academic/Professional	Year Obtained
i.		
ii.		
iii.		
iv.		
v.		
vi.		
vii.		
viii.		
ix.		
x.		

5. Leave Records

A.	Total number of days absent on sick leave during the year under review	From	To	No. of days
	(i) Hospitalization			
	(ii) Treatment Received Abroad (where applicable)			
	(iii) Sick Leave			
	Total			
B.	Maternity Leave			
C.	(i) Annual Leave (ii) Casual Leave			
	Total number of days spent on Annual/Casual Leave			

PART II

1. (a) Target Setting

The University has set the following targets for my Faculty/Institute /Centre/Department/Unit:

i.....

ii.....

iii.....

iv.....

v.....

(b) **Target set for the Staff**

My supervisor in consultation with the Dean/ Director /HOD/HOU set out the following targets for me:

- i.....
- ii.....
- iii.....
- iv.....
- v.....

2. **Job Description**

(a) State below in order of importance the main duties you performed during the year under review.

- i.....
- ii.....
- iii.....
- iv.....
- v.....
- vi.....
- vii.....
- viii.....

(b) Was there any consultation between you and your supervisor on how to accomplish the schedule of duties? And when?

.....
.....
.....

- (c) Were you properly equipped professionally /technically/administratively to perform the duties assigned?

YES/NO. if no, state reasons.

.....
.....
.....
.....

- (d) In the light of (c) above, state the efforts you and your Supervisor put towards rectifying them.

.....
.....
.....

- (e) Was there any periodic (monthly, quarterly or annual) review of the methods or techniques adopted by your Supervisor to achieve the desired goals?

.....
.....
.....

- (f) After the review, did your performance improve to the prescribed standards set at the beginning of the year?

.....
.....
.....

- (g) If the answer to (f) above is NO, state what you consider to be the solution (If any):

.....
.....
.....

- (h) State how your performance relates to the achievement of the goals set for your Faculty/Institute/Centre/Department/Unit and the vision of the University.

.....
.....
.....

- (i) State any ad-hoc duties performed or assigned to you during the year under review.

.....
.....
.....

- (j) Has the performance of ad hoc duties positively affected your schedule of duties?

If negatively, what have you and your supervisor done to address the negative effect?

.....
.....
.....

- (k) For how long have you been on the present schedule of duty referred to in (a) above:

From:..... To:

- (l) My supervisor during the year under review is:

Prof./Dr./Mr./Miss/Ms/Mrs:.....

.....Director/Dean/HOD/HOU

;.....

From:..... To:.....

3. **Additional qualifications obtained since assumption of duty or last promotion:**

.....
.....
.....
.....

4. **If none, state why:**

.....
.....
.....

5. **Training Courses/Seminars Attended since last Promotion**

	List of Workshops/Training/Seminars Attended	Venue		Period	
		Local	International	From	To
i.					
ii.					
iii.					
iv.					

- (a) In what ways have the trainings/seminars impacted on your performance and productivity?

.....
.....
.....

6. **Job Performance**

Comment on schedule of duties you have performed during the year under review:

.....
.....
.....

(a) State the duties under your schedule which you think you have performed satisfactorily

.....
.....

(b) To which factors do you ascribe your success or failure?

i) For success

.....
.....

ii) For failure

.....
.....

(c) Taking into consideration your response to (a) and (b) above, state in not more than two paragraphs your observations on the challenges facing the Unit/Department/Faculty/Institute/Centre and the University and the way forward

.....
.....

(d) State what you need most to improve your job performance and productivity

.....
.....
.....

(e) Are you satisfied that your capabilities are being fully utilized in line with your present duties?

.....
.....

(f) Do you think that your capabilities could be better utilized in a different type of job within the University? If yes, where?

.....
.....

(g) During the year under review, are you fully satisfied with your job performance? If not, state the reasons

.....
.....
.....

(h) Provide additional comments which you think may assist in evaluating your performance better:

.....
.....
.....

.....
.....
.....
.....

Name & Signature of Staff

Date

PART III

(To be completed by the Supervisor under whom the staff served in the year under review)

1. Job Performance Assessment

Do you agree with the duties performed by the staff in line with his schedule in the year under review as stated in Part II above?. (If no, state where you differ with his statement).

.....
.....

2. **Aspects of Performance**

In assessing the performance of the staff under you, rate the following criteria with comments where necessary using the scale below. Where you feel that a vital aspect of performance is missing, add and comment on it

3. **General Ability**

Key for assessing staff performance

A	-	5	=	Outstanding
B	-	4	=	Very good
C	-	3	=	Good
D	-	2	=	Fair
E	-	1	=	Poor

A. Assess objectively how the staff performed his/her duties

		5	4	3	2	1
(a)	Understanding, organizing and execution of duties					
(b)	Application of professional/technical/administrative or any other acquired skills to duties.					
(c)	Quantum of work accomplished within the year					
(d)	Quality of decision and contribution					
(e)	Work-speed and accuracy					

Max = 25

Give examples of either outstanding performance or deplorable

.....

B. **Communication:**

		5	4	3	2	1
(a)	Written Expression					
(b)	Oral Expression					

Max = 10

Give examples of either outstanding performance or deplorable

.....

C. Human Relations

		5	4	3	2	1
(a)	Relationship with peers					
(b)	Relationship with Public					
(c)	Relationship with superiors					
(d)	Relationship with subordinates					
(e)	Relationship with students					

Max = 25

Give examples of either outstanding performance or deplorable

.....

D. Work Output

		5	4	3	2	1
(a)	Quality of Work					
(b)	Productivity					
(c)	Initiative					

Max = 15

Give examples of either outstanding performance or deplorable

.....

4. Character Traits

Assess the following character traits:

		5	4	3	2	1
(a)	Loyalty to the University					
(b)	Morality					
(c)	Accountability					
(d)	Dependability					
(e)	Emotional stability					
(f)	Physical stability					
(g)	Commitment to work					
(h)	Decorum					
(i)	Confidentiality					

Max = 40

Give examples of either outstanding performance or deplorable

.....

.....

5. Work Habits

		5	4	3	2	1	
(a)	Punctuality						Max = 20 <input type="text"/>
(b)	Availability at duty post						
(c)	Resource management						
(d)	Attendance at scheduled meetings						

Give examples of either outstanding performance or deplorable

.....

.....

6. Rewards and Sanctions

Rewards and Sanctions obtained by staff in the year under review

		Score	
(a)	Gifts and Awards	+5	Highest +5 & Lowest -5 <input type="text"/>
(b)	Commendation	+4	
(c)	Verbal Warning	- 2	
(d)	Written Warning/ Withholding of Promotion	- 4	
(e)	Suspension/Interdiction	- 5	

Give examples of either outstanding performance or deplorable

.....

.....

7. Leadership Attainment

		5	4	3	2	1	
(a)	Initiate, encourage and assist subordinates to define standards and measures for effectiveness						Max = 25 <input type="text"/>
(b)	Encourage and motivate subordinates to						

	achieve set goals					
(c)	Serves as a role model in punctuality, efficiency, morale and financial integrity					
(d)	Coach and mentor subordinates for succession					
(e)	Adaptability to changes and flexibility in line with contemporary challenges					

Give examples of either outstanding performance or deplorable

.....

.....

8. Overall Assessment

Taking into consideration the above assessment, insert the total scores of the staff using the table below as appropriate

Ranking	Description	Score Range	Total Points Obtained by the Staff	Key to Action
Outstanding	Always recognizes, initiates and determines priorities, diligent all the time in the performance of scheduled duties with exceptional awareness of recent developments in the area	130 and above		Promotable with commendation
Very Good	Largely recognizes priorities, diligent most of the time in the performance of scheduled duties and quite aware of recent developments in the area	101 - 129		Promotable
Good	Recognizes and determines priorities, diligent in job performance and generally aware of recent developments in the area	81 - 100		Promotable

Fair	Hardly recognizes and rarely initiates priorities without assistance, generally require constant guidance in the performance of scheduled duties, and scarcely aware of developments in the area	75 - 80		Not promotable. To be reassessed the following year
Poor	Neither recognizes nor initiates or determine priorities, has a lot of difficulties even with assistance in job performance, and unaware of recent developments in the area	Below 75		Appointment to be terminated

9. Training Needs

Indicate training needs necessary to improve the performance or potential of the staff

.....

.....

.....

.....

10. General Remarks:

Please provide any additional information on the staff

.....

.....

.....

.....

11. Eligibility for Promotion

Taking into consideration the overall performance of the staff in the year under review, state your recommendation as appropriate in the table below

NOTE: *Tick as appropriate*

(a)	Recommended for promotion	
(b)	Not recommended for promotion	
(c)	Recommended for confirmation	
(d)	Not recommended for confirmation	

.....
Name & Signature Date

.....
Designation

PART IV

1. Declaration

Comments by the staff on whom the report is made

I, declare that I have gone through the content of this report and I have the following comments to make (if no comments, indicate so hereunder)

- (a) I agree with the report
- (b) I disagree with the report for the following

reasons:

i.....

ii.....

iii.....

Date Signature.....

2. Certification by Supervisor

I,.....

.....hereby certify that the above report was written by me with the highest sense of responsibility and to the best of my knowledge and judgment; with due regard to my conscience and in accordance with the Oath Act 1963 as amended.

.....
Name & Signature

.....
Date

.....
Designation

Appendix: III FORMAT FOR CURRICULUM VITAE

In order to ensure uniformity in the preparation of Curriculum Vitae by staff members, the following format shall be used by all senior members of staff – academic and non-academic. Staff shall be liable for consequences arising from non-compliance with the provisions herein.

CURRICULUM VITAE

1. Name:
2. P. No. :
3. Department:
4. Date & Place of Birth:
5. L.G.A.:
6. State of Origin:
7. Nationality:
8. Marital Status:
9. Gender:
10. International Languages Spoken:
11. Current Contact Address:
12. Permanent Home Address:
13. Date of First Appointment with the University:
.....
14. Date of Last Promotion/Re-
designation/Upgrading (DD/M/YR):
.....
15. Date of Confirmation
.....
16. Present Rank & Salary:
17. E-mail:
18. Telephone number (GSM)
.....
19. Qualifications, Educational Institutions from
where obtained and Dates
20. Additional Education/Qualifications with
addresses and Dates: E.g Computer literacy,

Continuing Education, Workshops,
etc.....

21. Working Experience with
Dates:.....
22. Teaching experiences with dates: List Courses
Taught/Examine, Theses;
Supervised/Ongoing:
 - a) Undergraduate teaching
 - b) Postgraduate teaching
 - c) Postgraduate supervision
23. Research/Extension experience with dates
24. Routine administrative duties with dates
25. Positions held with dates
26. Professional service/Honour societies
27. Community services: a) Nation/state
 - b) University
/Institute/Centre/Faculty
/Department
 - c) Others (please specify)
28. International conference attended/organized with
dates
29. Local conferences attended/organized with dates
30. Publications/articles: (*for teaching staff only*)
 - a)
 - i. in peer reviewed journals and books
 - ii. in official conference proceedings
 - b) Books/Monographs/Guides/Manuals/Nov
els/Indexes/Musical Compositions, etc
 - c) Papers presented at conferences and
seminars
 - d) Publications in Newspapers/Magazines

- e) Art exhibitions
- f) Online visibility links (SCOPUS, Google Scholar, ORCiD)

For (a) – (e) above, the title and numbers of the books, journals etc as well as the authors, page numbers, names of publishers and dates of publication should be indicated.

Please ensure that you use the APA 6th edition for citing and reference in your publications.

- 31. Invention/Innovations/awards
- 32. Citations in “Who is Who”, etc
- 33. Additional publications since last promotion
- 34. Hobbies
- 35. Names and addresses of three referees: (Name, Position, Address, Phone, E-Mail)

Signature Date