

# FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA

## RULES AND REGULATIONS

### FOR

### SENIOR STAFF

*Kunle Adesina*

*[Red signature]*



## CHAPTER ONE

### 1.0 GENERAL

#### 1.1 CITATION AND COMMENCEMENT

- 1.1.1 These Regulations shall be cited as the Federal University of Agriculture, Abeokuta Rules and Regulations Governing the Conditions of Service of Senior Staff 2014.
- 1.1.2 The powers for the operation of the Regulations derived from Cap F22 Laws of the Federation of Nigeria LFN 2004 establishing the Federal University of Agriculture, Abeokuta, as amended by The Universities (Miscellaneous Provisions) (Amendment) Act, 2003, and by virtue of all powers enabling in that behalf.
- 1.1.3 These Regulations shall be deemed to have come into effect on ???.

#### 1.2 APPLICATION

- 1.2.1 These Regulations shall apply to all Senior Staff of the University, and are subject to amendments from time to time by Council as it deems fit.
- 1.2.2 Where there is any conflict between the provisions of these regulations and the public service rules, the latter shall take precedence.

#### 1.3 INTERPRETATION AND RESOLUTION

Matters that may arise from the Regulations shall be referred to the Registrar for interpretation. On appeal against the Registrar's interpretation such matters may be referred to Council for resolution.

#### 1.4 DEFINITION

The following terms which appear in the Regulations shall have the following meanings:

- (i) The University means the Federal University of Agriculture, Abeokuta (FUNAAB).
- (ii) Council means the Governing Council of the University.
- (iii) Senate means the Senate of the University.
- (iv) College means any of the Colleges, with the Collegiate structure of the University.
- (v) Centre means any structural component of the University charged with specialized functions as approved by Council.
- (vi) Institute means a unit of the University dedicated to a specific aspect of Research.
- (vii) Department means any Department within the academic and non-teaching sectors of the University that is approved by the Council or Senate as an integral part of the University.
- (viii) Unit means any Unit within the academic and non-teaching sectors of the University.
- (ix) Academic staff means those members of staff whose primary functions are teaching, research and extension services. These terms shall include Librarians and Research Fellows.
- (x) Non-teaching Staff means and includes all persons holding appointments other than Academic Staff.
- (xi) Senior Staff means and shall include all lecturers, research workers, professional Librarians, administrative, technical and other staff holding posts designated senior staff by the Council.
- (xii) Pro-Chancellor means the Chairman of the Governing Council of the University.
- (xiii) Principal Officers mean the Vice-Chancellor, Deputy Vice-Chancellor(s), Registrar, Bursar and the University Librarian of the University.
- (xiv) Vice-Chancellor means the Chief Executive Officer of the University.
- (xv) Deputy Vice-Chancellor means a Professor who assists the Vice-Chancellor in the performance of his functions.
- (xvi) Registrar means the Chief Administrative Officer of the University.

*Busely Ad...*

*15.11.17*



- (xvii) Bursar means the Chief Financial Officer of the University.
- (xviii) University Librarian means the academic and professional/administrative head of the University Library.
- (xix) Dean means an officer of the University who is also an academic member of staff and who is designated as Dean of the College or approved specialized programmes and functions in the University.
- (xx) Deputy Dean means an officer of the University who is also an academic member of staff and who is designated as Deputy Dean of the College or approved specialized programmes and functions in the University.
- (xxi) Head of Department means an officer of the University who is also a member of staff and who is designated as Head of Academic or Non-teaching Department of the University.
- (xxii) Director means a member of staff who is designated as Director of an Institute, a Centre or a Service Unit/Directorate of the University.
- (xxiii) Deputy Director means a member of staff who is designated as Deputy Director of an Institute, a Centre or a Directorate of the University.
- (xxiv) Child means a biological or an adopted child of a staff of the University who is less than 18 years old.
- (xxv) Family means member of staff's spouse(s) and children.
- (xxvi) Terminal means any point at which one's employment with the University ceases i.e. retirement, resignation, withdrawal, transfer of service, death
- (xxvii) Public Service Rules means Federal Public Service Rules.

## CHAPTER TWO

### 2.0 APPOINTMENTS

A member of staff shall be in the employment of the University on such terms and conditions of service as may be set out or prescribed in any contract in writing between him and the University. Such contract being signed on behalf of the University by the Registrar or by any other persons as may be authorized for that purpose by the University, and any such contract shall obtain or deemed to obtain provisions that are therein specified as subject to the provision of the Acts/Statutes, Ordinance and Regulations of the University.

### 2.1 AUTHORITY TO APPOINT AND PROMOTE

2.1.1 Appointments and Promotions are made by Council. In consonance with the provision of Cap F22 Laws of the Federation of Nigeria LFN 2004, as amended, "there shall be an Appointments and Promotions Committee of the Council which shall ultimately be responsible for all appointments, promotions and discipline of all categories of senior staff in the University, under the Chairmanship of the Vice-Chancellor. The Committee shall operate where necessary, through the Senate or Selection Board or Ad-hoc Committees and implementation of its recommendations shall be subject to the approval of Council".

2.1.2 Appointments and Promotions Committees could on behalf of the University Council appoint or promote a member of staff, provided such Appointments and Promotions are reported to Council at the earliest opportunity for ratification.

### 2.2 MODE OF APPOINTMENTS

2.2.1 Appointments of staff shall normally be on a pensionable, contractual or on secondment basis.

2.2.1.1 Transfer of service from other Universities in Nigeria or approved public services on conditions acceptable to the University may be arranged in respect of permanent and pensionable appointment.





2.2.1.2 The provision in 2.2.1.1 above is only applicable to staff offered permanent and pensionable appointment by the University.

## 2.2.2 Categories of Appointments

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

- (i) Permanent and Pensionable appointment
- (ii) Tenure appointment
- (iii) Contract appointment
- (iv) Temporary appointment
- (v) Appointment on secondment and Transfer
- (vi) Part-time appointment
- (vii) Visiting and Sabbatical appointments

### 2.2.2.1 Permanent and Pensionable Appointment

- (i) Permanent and Pensionable appointment is an offer made by the University to a qualified individual into the University which has provision for pensionable emolument from the date of appointment into the service.
- (ii) To be eligible for permanent and pensionable appointment into the University, the applicant must:
  - (a) Not be less than 15 years and not more than 55 years of age.
  - (b) Possess such minimum qualifications as are specified in the approved scheme of service of the University.
  - (c) Be certified by a government medical officer as medically fit.
  - (d) Possess the NYSC discharge certificate or exemption certificate where applicable.

### 2.2.2.2 Tenured Appointment

Tenured Appointment shall be offered to any qualified applicant for a specific period subject to an advertisement of the post in the National dailies. Both internal and external applicants are qualified to apply and for successful internal applicants to revert to their previous post after completion of the tenure appointment. The following posts shall be on tenured appointments: Vice-Chancellor, Registrar, Bursar, University Librarian, Directors of Health Services, Works and Services, Physical Planning, ICTREC, Internal Audit, Public Relations, Environmental Management, etc.

A tenure appointment shall be on full time basis and if confirmed, shall continue until the end of the academic year in which the member of staff reaches the retiring age of 65 years for academic staff below the rank of a Professor and 65 years for non-teaching staff, and 70 years for Professors unless the appointment had earlier been terminated by either the Council or the member of staff concerned.

### 2.2.2.3 Contract Appointment

- (i) Three categories of people may be appointed on contract basis on the discretion of the Vice-Chancellor into the University Service, namely:
  - (a) Nigerians who have retired from public/civil service in Nigeria,
  - (b) Expatriates whose services are required to complement manpower development in the University, and
  - (c) Any Nigerian whose services are required but who has not yet attained the age of 65.
- ii) An appointment on contract shall be made on such terms as the Council may determine, provided that no term of appointment can deny a contract staff the Fundamental Human rights including Freedom of Expression, Freedom from Discrimination, and Freedom of Association, among others. Renewal of such appointment by the Council shall be made on

*Ugoyade...*

*[Red signature]*



the recommendations of Appointments and Promotions Committee on the same terms or on such other terms as the Council may determine.

- (iii) Contract appointment shall normally be for two years in the first instance, and renewable at the discretion of the Council every year up to a maximum of 10 years for premature retirees, not older than 60 years at the time of initial contract appointment.
- (iv) Persons in the Professorial cadre above 70 years shall not be entitled to Contract appointment.
- (v) Premature retirees in the non-teaching category, not older than 60 years at the time of initial contract shall have their contracts renewed up to a maximum of five (5) years.
- (vi) All Contract renewals shall, however, be subject to satisfactory annual performance, the needs of the University and the prevailing Federal Government Regulations/Policies.
- (vii) The period of contract shall normally include the period of earned leaves.
- (viii) An appointment on contract may be terminated by due notice in writing given to or by the University in accordance with University Regulations as applicable to the conditions for termination/resignation of permanent and pensionable appointment, except where the individual's terms of contract specify otherwise based on a written request of the employee at the time of application/interview.
- (ix) An appointment on contract shall cease automatically on the agreed date unless a re-appointment has been offered and accepted. However, if a desire to get a contract renewed has been expressed by a contract staff, at least three (3) months before expiration of a subsisting contract and no formal rejection of that application has been communicated at least one month to the expiration of the contract, the University shall continue to pay the monthly salary of the contract for at least one month from the date the contract shall be assumed to have lapsed.
- (x) All expatriates appointed on contract shall be entitled to a minimum of 25% of the total emoluments over the entire period of the contract as contract additions/gratuity. An agreed fraction of this additional entitlement may be made payable on monthly basis over the contract period. The balance must be computed and paid along with the last salary at the expiration of the contract, except where the contract renewal is under consideration and the monthly salary of the contract employee shall not be stopped.
- (xi) In addition to the normal 30 working days annual leave, an expatriate on contract appointment shall also be eligible to a 15 working days short vacation to visit the home country or other desired locations, once every two years, with the full travel expenses paid by the University. This shall normally be enjoyed during the short break after the First Semester or in addition to the Annual Leave at the end of the Academic Session.
- (xii) For all other contract appointments, the Council shall determine the payment of contract additions and/or gratuity.

#### **2.2.2.4 Temporary Appointment**

- (i) The Vice-Chancellor shall have the power to make temporary appointment to any established post for a period not exceeding 12 months.
- (ii) Temporary appointees shall have their salaries and allowances on monthly basis and shall not normally be entitled to any monetary loans and advances.
- (iii) Regularization of Appointment - For a staff on temporary appointment, the University shall normally, on the recommendation of the Head of Department, subject the staff to an interview to assess his/her suitability for permanent and pensionable appointment at least three (3) months to the expiration of the temporary appointment.

*Angela Akpan*

*[Red signature]*



#### 2.2.2.5 Appointment on Secondment and Transfer

- (i) A transfer is the permanent release of an officer from one scheduled service to another or from one class to another within the same service.
- (ii) All applications for transfer shall be supported by the following documents:
  - (a) Evidence of qualifications
  - (b) APER for the two years immediately preceding the date of the appointment
  - (c) Certified copy of officer's up to date record of service
  - (d) Evidence of confirmation of appointment
  - (e) Recommendation from the applicant's employer, including a statement that the officer will be released if application is successful.
- (iii) Secondment is a temporary release of a officer to the service of another government agency or International Organization for a specified period.
- (iv) Secondment at an officer's request shall be for an initial duration of two years, after which the officer must either apply for extension, or seek for transfer or return to his original post.
- (v) Secondment on grounds of public policy and its duration shall be at the discretion of the Governing Council as recommended by the Vice-Chancellor.

#### 2.2.2.6 Part-time Appointment

- (i) There shall be three categories of part-time lecturers:
  - (a) Associate Lecturers: shall be appointed on semester basis. They should be appointed in the University, if their functions are such that they are to relate to the Department concerned in order to take part in departmental activities in matters that are beyond the range of teaching such as supervision of students' projects, research, extension etc.
  - (b) Part-time Lecturers: Lecturers of all grades appointed on contract for a limited period of time to take charge of regular courses for a fraction of their time. Conditions of appointment must include readiness to accept all assigned responsibilities in the University.
  - (c) Teaching / Research Assistant: These are appointed to assist in teaching, tutorials, research and practical demonstration for a number of hours a week for a specified period. This shall normally be extended to outstanding Postgraduate students on Full-time study in the Department that have successfully completed all course work.
- (ii) Number of Part-time staff in a Department shall not normally exceed 20% of the full time Academic staff.
- (iii) The rates payable for part-time appointment shall be as determined by the Council from time to time.
- (iv) The nature of assignments of any part-time appointee shall be clearly stated in the letter of appointment or a Memorandum of Appointment which will be attached to such a letter.
- (v) All part-time appointees shall not be entitled to other allowances enjoyed by full-time appointees other than those specified in their letters of appointment or a Memorandum of Appointment attached to such a letter.
- (vi) All part-time appointees who are academic staff shall not be full members of College Boards. They may attend as non-voting members.
- (vii) Part-time appointee shall not be entitled to be the Head of Department/Unit.
- (viii) The appointment of part-time staff shall be made on the recommendation of the Head of Department through the Dean of the College to the Vice-Chancellor for consideration and approval.

*By the Council* 6

*[Red signature]*



- (ix) Successful candidates shall be notified in writing by the Registrar indicating the terms of appointment. Successful candidates shall indicate their acceptance in writing.
- (x) Part-time staff shall not normally be allowed to take more than two courses with a maximum of eight hours per week. Remuneration of such part-time lecturer shall be paid after submission of scripts and marks and on the recommendation of the Head of Department, who shall maintain a register of attendance of part-time staff.

### **Other Payments**

Apart from the payment schedule above, each part-time appointee shall be entitled to:

- (a) the usual transport claims applicable to only part-time staff;
- (b) accommodation or approved rates of night and feeding allowances if from out of town; and
- (c) any other allowances as may be approved by Council from time to time.

### **2.2.2.7 Visiting and Sabbatical Appointment**

- (i) To be eligible for a visiting or Sabbatical appointment, the candidate must be a confirmed senior member of staff not below the rank of a Senior Lecturer or its equivalent in a recognized University or comparable/related institutions.
- (ii) Visiting/Sabbatical appointments shall be approved for one (1) year in the first instance by the Vice-Chancellor on the recommendations made by the Head of Department through the Dean of the College and subject to ratification by APCAS or APCONTS.
- (iii) Extension of such appointments shall only be on the approval of APCAS or APCONTS.

## **2.3 CONDITIONS FOR FULL-TIME APPOINTMENTS**

- 2.3.1 All full-time appointments shall be subject to the following:
  - 2.3.1.1 All vacancies shall normally be filled by the process of advertisement.
  - 2.3.1.2 To be eligible for appointment, a candidate must possess such minimum requisite qualifications and experiences as the University may determine from time to time.
  - 2.3.1.3 No appointment shall be valid until it is offered and accepted in writing.
  - 2.3.1.4 Evidence of good health signed by a Medical Officer of the University or by a medical practitioner acceptable to the University.
- 2.3.2 Every employee shall produce acceptable evidence of his true age on first appointment.
- 2.3.3 The commencement date of appointment is the date a member of staff assumes duty in the University.
- 2.3.4 No person shall be eligible for appointment to a post in the University if he/she has:
  - (i) been dismissed or had his appointment terminated or retired on ground of misconduct or inefficiency from any post in the University or other public/private service or
  - (ii) knowingly made a false statement particularly when applying for a post.
- 2.3.5 The University shall reserve the right to make such inquiries as may be necessary to confirm the eligibility or otherwise of a candidate.
- 2.3.6 If the nature of the duty of a member of staff requires him to be registered under any enactment in force in Nigeria, it shall be his responsibility to obtain the registration and to pay the necessary fees.

## **2.4 APPOINTMENT OF ACADEMIC STAFF**

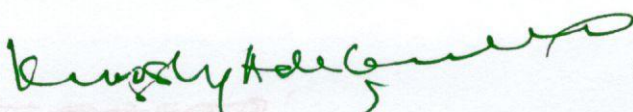
- 2.4.1 Every year, the Registrar shall request the Deans, Directors and Heads of Departments/Units to submit to the Registry their staff requirements for the subsequent academic year.

*K. S. A. O.*

*[Signature]*



- 2.4.2 Heads of Departments shall, in consultation with their respective Deans or Directors and other Senior Staff in the Department, take cognizance of the National Universities Commissions' Benchmark Minimum Academic Standard as they relate to expected staff profile and workload, and make appropriate recommendations for creation of vacancies and budget for new appointments, if necessary.
- 2.4.3 On compilation of submissions by Heads of Departments, the Vice Chancellor shall cause a Budget defense meeting(s) to be called to consider and grant appropriate approval for creation of vacancies for duly justified positions.
- 2.4.4 The Vice Chancellor shall, in consultation with relevant authorities, approve that all established vacancies be filled through full-time, part-time or visiting/sabbatical appointments.
- 2.4.5 On creation of a vacancy either through the budget or on the exit of a member of staff, the Head of Department concerned shall, in consultation with the Dean/Director, where applicable, cause it to be advertised by the Registrar internally, and/or externally.
- 2.4.6 The Head of Department shall provide the following for each vacancy:  
(i) Details of the minimum educational and professional qualifications and the experience required for the post to be filled.  
(ii) Any other requirements that may be specified for the post to be filled.
- 2.4.7 All vacant posts shall then be advertised in selected National dailies, the University and other relevant websites and in certain cases, periodicals of foreign countries.
- 2.4.8 Every advertisement shall also request that all applications with the publications and other papers of relevance, other than those of relevant Principal Officers, be addressed to the Registrar of the University.
- 2.4.9 The Registrar shall forward every application received to the Dean concerned who shall initiate short-listing in consultation with the Head of Department.
- 2.4.10 The application, "Curriculum Vitae" and publications of the short-listed candidates shall be forwarded to the Vice-Chancellor for vetting and presentation to the Interview panel through the Registrar.
- 2.4.11 The Panel shall interview and assess short-listed candidates for appointments and make recommendations to the Appointments and Promotions Committee for Academic Staff (APCAS) for consideration.
- 2.4.12 For successful Professorial *prima facie* cases arising from APCAS upholding of recommendations, the Vice-Chancellor shall request the Dean or Director of the affected College/Institute/Centre to submit a list of six potential external assessors who shall themselves be eminent professors and reputable scholars in the candidates' discipline /area of specialization. Two of the nominees shall be based in recognized foreign Universities.  
In addition:  
(i) The external assessor must be involved in full teaching and/or research in reputable University.  
(ii) Scholars who had been on the employment of the University within the preceding 5 years will not normally qualify as external assessor.  
(iii) Scholars who had research collaboration resulting in joint publication(s) with the candidate concerned shall not be qualified for his appointment as an external assessor.  
(iv) At least three (3) of the nominees, including one (1) Foreign Assessor, must indicate their willingness/availability to undertake the assessment within three (3) months of receipt of a candidate's publications in response to the Vice Chancellor's inquiry to that effect. Otherwise, the Vice-Chancellor may request additional nominations.







- 2.4.13 The Vice-Chancellor shall process the papers for external assessment by selecting three willing and available external assessors from the six nominees, one of which shall be based in a foreign university.
- 2.4.14 The Vice-Chancellor shall ensure that all *prima facie* cases approved by APCAS are sent to External Assessors not later than three (3) months of the APCAS Approval, and set in motion appropriate monitoring mechanism to prevent unnecessary delay.
- 2.4.15 The External Assessors' reports shall be presented by the Vice-Chancellor to APCAS for consideration and determination. For appointability, at least two of the External Assessors' reports must make definitively positive recommendations.
- 2.5 The composition of Appointments and Promotions Committee for Academic Staff (APCAS) shall normally be as follows:

- |  |   |           |
|--|---|-----------|
| (a) Vice-Chancellor  | - | Chairman  |
| (b) Deputy Vice-Chancellors  | - | Members   |
| (c) University Librarian   | - | Member    |
| (d) 1 Representative of the Federal<br>Ministry of Education               | - | Member    |
| (e) Two (2) External members of Council                                    | - | Members   |
| (f) Dean, Postgraduate School  | - | Member    |
| (g) Four (4) Representatives of Senate<br>(who are not members of Council) | - | Members   |
| (h) Deans of Colleges  | - | Members   |
| (i) Registrar  | - | Secretary |

**In Attendance**

Bursar

**Quorum:** 50% including the Chairman

**2.6 COMPOSITION OF INTERVIEW PANEL FOR ACADEMIC STAFF**

The composition of the Interview Panel for Academic Staff shall normally be as follows:

- |  |   |           |
|--|---|-----------|
| (a) Vice-Chancellor  | - | Chairman  |
| (b) Deputy Vice-Chancellor (Academic)                                  | - | Member    |
| (c) The Dean/Director of the College/Institute/Centre                  | - | Member    |
| (d) One Professor in a related Field from within the University        | - | Member    |
| (e) Head of Department   | - | Member    |
| (f) Two External Members (at least one of<br>whom must be a Professor) | - | Members   |
| (g) Registrar  | - | Secretary |

**Quorum:** Quorum shall be five (5) including the Chairman, Dean of the relevant College and the Head of the Department (except where he/she is not qualified).

**2.7 APPOINTMENT OF NON-TEACHING STAFF**

- 2.7.1 Every year, the Registrar shall request the Heads of Departments to submit to the Registry their staff requirements for the subsequent academic year.
- 2.7.2 Heads of Departments shall, in consultation with their Sectional Heads/Directors, consider the expected workload/duties in the Department/Unit for the subsequent year against current staff strength, and request appointment/posting of additional staff, where necessary.
- 2.7.3 On compilation of submissions by Heads of Departments, the Vice Chancellor shall cause a Budget defense meeting(s) to be called to consider Departmental/Unit's staff requests, and where duly justified request could not be met by posting/redeployment, create vacancies for such positions.

*K. G. All well*

*[Red signature]*



- 2.7.4 On creation of a vacancy either through the budget or on the resignation/retirement of a member of staff, the Head of Department concerned shall cause it to be advertised by the Registrar internally, and/or externally.
- 2.7.5 The Head of Department shall provide the following for each vacancy:
- (i) Details of the minimum educational and professional qualifications and the experience required for the post to be filled.
- (ii) Any other requirements that may be specified for the post to be filled.
- 2.7.6 All vacant posts shall then be advertised in selected national dailies and in certain cases, periodicals of foreign countries.
- 2.7.7 Every advertisement shall also request that all applications, with the publications and other papers of relevance, other than those of relevant Principal Officers or Heads of Service Units be addressed to the Registrar of the University.
- 2.7.8 The Registrar shall forward every application to the Head of Department concerned for short-listing, in consultation with the Sectional Heads, which shall be constituted into a Departmental Assessment Panel. Short-listed candidates shall be forwarded to the Registrar for further processing.
- 2.7.9 The short-list along with all documents shall be forwarded to the Interview Panel through the Registrar.
- 2.7.10 The Panel shall interview and assess short-listed candidates for appointments and make recommendations to the Appointments and Promotions Committee for Non-Teaching Staff (APCONTS) for further consideration.

**2.8 COMPOSITION OF APPOINTMENTS AND PROMOTIONS COMMITTEE FOR NON-TEACHING STAFF (APCONTS)**

The composition of the Appointments and Promotions Committee for Non-Teaching Staff shall be as follows:

- |     |  |   |           |
|-----|--|---|-----------|
| (a) | Vice-Chancellor  | - | Chairman  |
| (b) | Deputy Vice-Chancellors  | - | Members   |
| (c) | 1 Representative of the Federal Ministry of Education                | - | Member    |
| (d) | Two (2) External members of Council                                  | - | Members   |
| (e) | One (1) Representative of Senate<br>(who is not a member of Council) | - | Member    |
| (f) | Registrar  | - | Member    |
| (g) | Bursar   | - | Member    |
| (h) | University Librarian   | - | Member    |
| (i) | Directors of Service Centers   | - | Member    |
| (j) | Registrar's Nominee  | - | Secretary |

**Quorum:** Quorum shall be 50% including Chairman.

**2.9 COMPOSITION OF INTERVIEW PANEL FOR NON-TEACHING STAFF**

- |     |  |   |           |
|-----|--|---|-----------|
| (a) | Vice-Chancellor                                | - | Chairman  |
| (b) | Deputy Vice-Chancellor (Development)           | - | Member    |
| (c) | Registrar                                      | - | Member    |
| (d) | Bursar   | - | Member    |
| (e) | Head of Department/Unit                        | - | Member    |
| (f) | At least one external member in a related area | - | Member    |
| (g) | Registrar's Nominee                            | - | Secretary |

*Handwritten signature in green ink*

*Handwritten signature in red ink*



**Quorum:** Quorum shall be five (5) including the Chairman, Head of Department/Unit and at least one (1) external member where applicable.

## **2.10 PROBATION AND CONFIRMATION OF APPOINTMENT**

### **2.10.1 Probation**

- 2.10.1.1 All permanent and pensionable appointments shall, in the first instance, be on probation for two years from the date of first appointment, after which the appointment shall normally be confirmed subject to satisfactory performance. This shall not apply to staff that have had their appointment confirmed elsewhere in the Public Service and willing to transfer their services.
- 2.10.1.2 APCAS/APCONTS may for good cause, and on the recommendation of the relevant panel, extend the period of probation by not more than one year.
- 2.10.1.3 If at any time during the period of probation, the Vice-Chancellor is satisfied that a member of staff is not suitable for service in the University, the appointment shall be terminated by the Council with one month notice or one month salary in lieu of notice.
- 2.10.1.4 A member of staff on probation shall not be eligible to be considered for promotion.

### **2.10.2 Procedure for Confirmation of Appointment**

The procedure for confirmation of appointment of staff shall be as indicated below:

- 2.10.2.1 Not later than three (3) months to the end of the period of probation, the concerned staff shall initiate the process of confirmation of appointment by applying through the Head of Department/Unit to the Registrar.
- 2.10.2.2 Recommendation for confirmation of appointment shall be made on the prescribed form by the Head of Department/Unit or in the case of Academic staff, through the Dean/Director (who is the Head of the College/Institute/Centre's Promotion Assessment Panel) to the Registrar.
- 2.10.2.3 The recommendations from the various Departments/Units shall be forwarded by the Registrar to APCAS/APCONTS for consideration and approval.

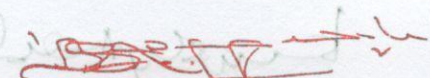
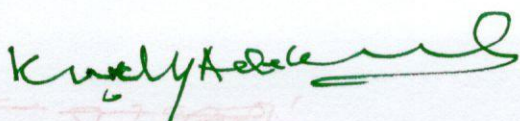
## **2.11 APPOINTMENT OF DEANS, DEPUTY DEANS, DIRECTORS, DEPUTY DIRECTORS AND HEADS OF DEPARTMENTS/UNITS/PROGRAMMES**

### **2.11.1 Appointment of Deans**

In accordance with Cap F22 Laws of the Federation of Nigeria LFN 2004, Schedule 2 "the Dean of a College shall be a Professor appointed by the Appointments and Promotions Committee and such Dean shall hold office for a term of three (3) years, and shall be eligible for re-appointment for another term of three (3) years, after which he may not be re-appointed, again until two (2) years have lapsed.

The procedures for the appointment shall be as follows:

- i. The College Board shall serve as the selection committee for the appointment.
- ii. The College Board shall present the result of the election to APCAS.
- iii. Where there is only a Professor in a College, who is also interested, that Professor's application shall be similarly processed.
- iv. Where there is no interested Professor in a College, the Vice-Chancellor shall appoint an Acting Dean from among Academic Staff on permanent and pensionable appointment in the University that are of at least Senior Lecturer status in the College, to act for six (6) months, renewable only once for another six (6) months.
- v. No person shall hold the post of Dean, Deputy Dean and Head of Department concurrently.
- vi. In the absence of the Dean, the Deputy Dean shall normally act.





- vii. Where a Dean elects to go on Sabbatical Leave, Study leave or Leave of Absence, his tenure shall be deemed to have ended and another Dean shall be appointed in accordance with extant rules and regulations.

### **2.11.2 APPOINTMENT OF DEPUTY DEAN**

- (i) There shall be a Deputy Dean of College who shall be appointed by the Senate on the recommendation of the Dean.
- (ii) The Deputy Dean who shall not be less than a Senior Lecturer shall be appointed for two (2) years in the first instance and may be re-appointed for a further period of two (2) years after which he shall not be eligible for re-appointment until after two years.
- (iii) The Deputy Dean of a College shall be appointed based on the recommendation of the Dean on the advice of the College Board.
- (iv) No person shall hold the post of a Deputy Dean and Head of Department concurrently.
- (v) Where a Deputy Dean elects to go on Sabbatical Leave, Study leave or Leave of Absence, another Deputy Dean shall be appointed in accordance with extant rules and regulations.

### **2.11.3 APPOINTMENT OF DIRECTORS OF ACADEMIC SUPPORT CENTRES/INSTITUTES**

2.11.3.1 In accordance with Cap F22 Laws of the Federation of Nigeria LFN 2004, Schedule 2, "the Director of a Centre/Institute shall be appointed by the Appointments and Promotions Committee for Academic Staff (APCAS) and such Director shall hold office for a period of three (3) years, and shall be eligible for reappointment for another term of three (3) years after which he may not be appointed again until 2 years have elapsed".

2.11.3.2 The Director of a Centre/Institute shall exercise general superintendence over the affairs of the Centre/Institute and shall be appointed by the Vice-Chancellor.

Where a Director elects to go on Sabbatical Leave, Study Leave or Leave of Absence, the Headship shall be deemed to have lapsed at the commencement of the leave, and another academic staff shall be appointed as the Director.

### **2.11.4 APPOINTMENT OF DEPUTY DIRECTOR**

- (i) A Deputy Director may be appointed by the Vice-Chancellor to assist the Director of an Institute/Centre, if the Vice-Chancellor considers this necessary for the smooth operation of the Institute/Centre.
- (ii) The Deputy Director, who shall not be less than a Senior Lecturer/Senior Research/Extension Fellow, shall be appointed for two (2) years in the first instance and may be re-appointed for a further period of two (2) years after which he shall not be eligible for re-appointment until after two years.
- (iii) Where a Deputy Director elects to go on Sabbatical Leave, Study Leave or Leave of Absence, the tenure shall be deemed to have lapsed at the commencement of the leave, and another academic staff shall be appointed as the Deputy Director.

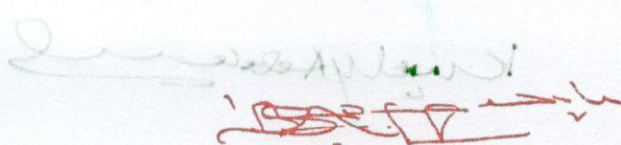
### **2.11.5 APPOINTMENT OF HEADS OF DEPARTMENTS**

2.11.5.1 In accordance with Cap F22 Laws of the Federation of Nigeria LFN 2004, Schedule 2 "The Head of a Department shall be appointed by the Vice-Chancellor and such Head shall hold office for a period of three (3) years and shall be eligible for re-appointment for another term of three (3) years after which he may not be appointed again until two years have elapsed".

2.11.5.2 The Head of Department shall exercise general superintendence over the academic and administrative affairs of the Department.

2.11.5.3 The procedure for the appointment of the Head of Department shall be as follows:

 12





- (i) The Head of Department shall be a Professor and shall be appointed by the Vice-Chancellor on the recommendation of the Dean.
- (ii) Headship of the Department will be held in rotation amongst Academic staff on the basis of seniority.
- (iii) Where there are two or more Professors in the Department who have not previously held the position, the most senior shall normally be recommended by the Dean.
- (iv) Where there is only one Professor in a Department that has never held the position of Head of Department, he shall be appointed Head of Department unless the Dean recommends otherwise for a good reason.
- (v) In a situation where there is no Professor in a Department, the most senior academic staff (of at least the rank of Senior Lecturer) shall be appointed acting Head of Department for a period of two years and shall not be eligible for re-appointment until all other academic staff of Senior Lecturer and above have held the position.
- (vi) Where the most senior in the department is below the rank of Senior Lecturer, the most senior academic staff shall be appointed as a Coordinator under the superintendence of the Dean.
- (vii) The Head of Department or Acting Head of Department shall not hold the office of the Deputy Dean/Dean concurrently.
- (viii) Where a Head of Department, elects to go on Sabbatical Leave, Study Leave or Leave of Absence, the Headship shall be deemed to have lapsed at the commencement of the leave, and another academic member of the Department shall be appointed Head/Acting Head/Coordinator of that Department.

#### **2.11.6 APPOINTMENT OF HEADS OF PROGRAMMES/ ACADEMIC UNITS**

- (i) A Programme Leader (PL), Head of Programme (HOP) or Head of Unit (HOU), who shall normally be a Professor, may be appointed by the Vice-Chancellor on the recommendation of the Director to assist a Director of an Institute/Centre in the day to day management of certain teaching, research and/or extension programmes of the Institute/Centre.
- (ii) The PL/HOP/HOU shall be appointed for three (3) years in the first instance, renewable for another three (3) years.
- (iii) If the need arises, the Vice-Chancellor may appoint an academic staff who is not below the rank of a Senior Research/Extension Fellow as an Acting PL/HOP/HOU for a period of two years in the first instance, renewable for a maximum of another two years.
- (iv) Where a PL/HOP/HOU elects to go on Sabbatical Leave, Study Leave or Leave of Absence, the Headship shall be deemed to have lapsed at the commencement of the leave, and another academic staff shall be appointed as the PL/HOP/HOU.

#### **2.12 APPOINTMENT OF PRINCIPAL OFFICERS OF THE UNIVERSITY**

##### **2.12.1 Appointment of Vice-Chancellor**

- (1) In accordance with Cap F22 Laws of the Federation of Nigeria LFN 2004, Schedule 1 as amended by The Universities (Miscellaneous Provisions) (Amendment) Act, 2003,, "there shall be a Vice-Chancellor of a University (in the Act referred to as "the Vice-Chancellor") who shall be appointed by the Governing Council, in accordance with the provisions of this Section".



- (2) Where a vacancy occurs in the post of the Vice-Chancellor the Council shall:
- (a) Advertise the vacancy in a reputable journal or widely read newspaper in Nigeria, specifying:
    - (i) the qualities of the persons who may apply for the post; and
    - (ii) the terms and conditions of service applicable to the post and thereafter draw up a short-list of suitable candidates for the post for consideration.
  - (b) Constitute a Search Team consisting of:
    - (i) A member of the council who is not a member of Senate, as Chairman;
    - (ii) Two members of the Senate who are not members of the Council, one of who shall be a Professor;
    - (iii) Two members of Congregation who are not members of the council, one of who shall be a Professor;

to identify and nominate for consideration suitable persons who are not likely to apply for the post on their own volition because they feel that it is not proper to do so.
  - (c) Constitute a Joint Council and Senate Selection Board consisting of:
    - (i) the Pro-Chancellor, as Chairman.
    - (ii) two members of the Council, not being members of the Senate.
    - (iii) two members of the Senate who are Professors but who are not members of the Search Team, and these shall consider the candidates and persons on the short-list drawn up after an examination of their "Curriculum Vitae" and interaction with them and recommend to the Council three candidates for further consideration.
  - (d) The Joint Council/Senate Selection Board may co-opt any individual/firm from within and/or outside the University to support the exercise of its duties towards appointing a Vice-Chancellor, provided that:
    - (i) no individual/firm can be co-opted without a simple majority of members of the Joint Council/Senate Selection Board where necessary.
  - (3) The Council shall select and appoint as the Vice-Chancellor one candidate from among the three candidates recommended to it and thereafter inform the Visitor
  - (4) The Vice-Chancellor may be removed from office by the Governing Council on ground of gross misconduct or inability to discharge the functions of his office as a result of infirmity of the body or mind, at the initiative of the Council, Senate or the Congregation after due process.
  - (5) (a) When the proposal for the removal of the Vice-Chancellor is made, the Council shall constitute a Joint Committee of Council and Senate consisting of:
    - (i) three members of the Council, one of whom shall be the Chairman of the committee, and
    - (ii) two members of the Senate, provided that where the ground for removal is infirmity of the body or mind, the Council shall seek appropriate medical opinion.
  - (b) The Committee shall conduct investigation into the allegations made against the Vice-Chancellor, and shall report its findings to the Council.
  - (c) The Council may, where the allegations are proved, remove the Vice-Chancellor or apply any other disciplinary action it may deem fit, and notify the Visitor accordingly, provided the Vice-Chancellor who is removed shall have right of appeal to the Visitor.
  - (6) There shall be no sole administration in any Nigerian University.

*Kingsley A. Adeniyi*

*[Red signature]*



- (7) In any case of a vacancy in the office of the Vice-Chancellor, the Senate shall appoint an Acting Vice Chancellor who shall be the more senior Deputy Vice-Chancellor subject to ratification of Council.
- (8) An Acting Vice-Chancellor in all circumstances shall not be in office for more than six (6) months.

### **2.13 APPOINTMENT OF DEPUTY VICE-CHANCELLOR(S)**

- (i) In accordance with Cap F22 Laws of the Federation of Nigeria LFN 2004, as amended by The Universities (Miscellaneous Provisions) (Amendment) Act, 2003, there shall be for the University such number of Deputy Vice-Chancellors as the Council may, from time to time, deem necessary for the proper administration of the University.
- (ii) Where a vacancy occurs in the post of Deputy Vice-Chancellors, the Vice-Chancellor shall forward to the Senate a list of two candidates, who are professors, for each post of Deputy Vice-Chancellor that is vacant.
- (iii) The Senate shall elect for each vacant post one candidate from each list and forward his name to the Council for confirmation.
- (iv) Where:
  - (a) The Senate rejects the two candidates forwarded to it by the Vice-Chancellor, the Vice-Chancellor shall submit another list.
  - (b) The Council rejects the name sent to it, Senate shall send the name of the other candidate on the list forwarded to it by the Vice-Chancellor.
- (v) The Deputy Vice-Chancellor shall:
  - (a) Assist the Vice-Chancellor in the performance of his functions.
  - (b) Act in the place of the Vice-Chancellor when the post of the Vice-Chancellor is vacant or if the Vice-Chancellor is for any reason, absent or unable to perform his functions as Vice-Chancellor, and
  - (c) Perform such other functions as Vice-Chancellor or the Council may, from time to time, assign to him.
- (vi) The Deputy Vice-Chancellor(s):
  - (a) Shall hold office for a period of two years beginning from the effective date of his appointment which shall be from the date of appointment and on such terms and conditions as may be specified in his letter of appointment.
  - (b) May be re-appointed for a further period of two years and no more, in accordance with the procedure laid out in 2.13 (ii) and (iii) above.
- (vii) Without prejudice to the provisions of this Section, the machinery for the appointment of Deputy Vice-Chancellor shall normally be set in motion three (3) months to the expiration of the term of office of the incumbent.

### **2.14 APPOINTMENT OF OTHER PRINCIPAL OFFICERS**

- (i) In accordance with Cap F22 Laws of the Federation of Nigeria LFN 2004, there shall be for the University the following Principal Officers:
  - (a) The Registrar
  - (b) The Bursar
  - (c) The University Librarian



- (ii) There shall be, for the University, a Selection Board for the appointment of Principal Officers, other than the Vice-Chancellor or Deputy Vice-Chancellor which shall consist of:
  - (a) The Pro-Chancellor, as Chairman
  - (b) The Vice-Chancellor
  - (c) Four members of the Council not being members of Senate; and
  - (d) Two members of the Senate who must be Professors.
- (iii) The functions, procedure and other matters relating to the Selection Board constituted under subsection (ii) of this section shall be as the Council may, from time to time, determine.

**The Registrar** shall be the Chief Administrative Officer of the University and shall be responsible to the Vice-Chancellor for the day-to-day administrative work of the University except as regards matters for which the Bursar is responsible.

The person holding the office of the Registrar shall by virtue of that office be Secretary to the Council, the Senate, Congregation and Convocation.

**The Bursar** shall be the Chief Financial Officer of the University and shall be responsible to the Vice-Chancellor for the day-to-day administration and control of the financial affairs of the University.

**The University Librarian** shall be responsible to the Vice-Chancellor for the administration of the University Library and the co-ordination of the library services in the University and its Campuses, Colleges, Departments, Centres and other teaching or research units.

## 2.15 DIRECTORS OF SERVICE CENTRES AND OTHERS

2.15.1 Other Directors shall include the Directors of Health Services, Physical Planning, Works and Services, Internal Audit, Public Relations, Environment, ~~ICTREC~~, etc.

2.15.2 Where a vacancy occurs in the post of the Directors of Service Centres, etc the Vice-Chancellor shall:

- (a) Cause the vacancy to be advertised in selected national dailies AND THE University website specifying:
  - (i) Academic and professional qualifications
  - (ii) Cognate experience.
- (b) Constitute an Interview Panel which shall consist of:
 

Vice-Chancellor	-	Chairman
Deputy Vice-Chancellors	-	Members
Two external members of Council	-	Members
Representative of the Federal Ministry of Education	-	Member
At least one external member in related area	-	Member
Registrar	-	Member
Registrar's Nominee	-	Secretary

**Quorum:** Five (5) including the Chairman

## 2.16 TENURE OF THE APPOINTMENTS OF DIRECTORS OF SERVICE CENTRES AND OTHERS

2.16.1 A Director of a Service Centre shall be appointed for five (5) years in the first instance and may be re-appointed for a further period of one (1) year after which he shall not be entitled for a re-appointment. (Old)

A Director of a Service Centre shall be appointed for three (3) years in the first instance and may be re-appointed for another term of three (3) years. (New in line with the Career Structure)



## CHAPTER THREE

### 3.0 PROMOTIONS

Promotion means the advancement of an employee to a position of higher rank on the grounds of merit. Such merit is assessed partly, but is not limited to character, efficient and effective performance of the employee in his current position. More importantly, promotion is based on the assessed overall profile and the requirements of the higher post.

### 3.1 TYPES OF ADVANCEMENT

#### 3.1.1 Normal Promotion

Advancement of an employee to a position of higher rank shall normally be determined after such employee has spent three (3) years in the service of the University or three (3) years after the last promotion.

#### 3.1.2 Upgrading

Upgrading where applicable, shall be an advancement based on the acquisition of additional qualification that is a pre-requisite for the attainment of the next grade.

#### 3.1.3 Re-grading

Whenever the career structure of any group of staff is reviewed, leading to upgrading through a government circular or APCAS/APCONTS, all such circulars of decisions shall be treated promptly and shall not be regarded as promotion. The effective date shall be the date specified in the circular.

#### 3.1.4 Contract Staff Advancement

Staff on Contract appointment shall not be eligible for consideration for promotion. He/She may however apply to be appointed to a higher position at the end of his/her contract subject to availability of vacancy provided, that he/she has satisfied the minimum requirements for that position and that he/she is not a retired officer who is a beneficiary of gratuity and pension in the Nigerian Service.

3.1.5 Expatriate staff on Contract appointment shall be eligible for review of status and salary at the beginning of another contract year.

### 3.2 PROMOTION SHALL BE ON MERIT

3.2.1 Vacancy and matching budgetary provision shall normally be made by the University Management in anticipation of the promotion for the year under consideration.

3.2.2 In the determination of merit, qualification, efficiency and experience among others shall be considered.

### 3.3 REVIEW AND PROMOTION PROCEDURES

3.3.1 There shall be an annual review and appraisal of the work and conduct of every member of staff, through the relevant Review Panel using the Annual Performance Evaluation Report Form.

The recommendations shall be considered by APCAS/APCONTS.

3.3.2 Staff reviews and appraisals shall have the effects of positive incentives such as promotion, commendation, rectification of anomalies from previous appraisals or promotions and, also negative effect ranging from warnings to reprimands.

3.3.3 Proposal for promotion shall be initiated by the Head of Department not later than 31<sup>st</sup> August of the year for the consideration of appropriate Review Panel at which the Personnel Division of the Registry shall be represented.

3.3.4 The Review Panels shall forward their recommendations to the appropriate Appointments and Promotions Committees (APCAS/APCONTS).



3.3.5 In a case where a member of staff is putting himself/herself up for promotion, he/she shall submit his/her papers to the relevant Review Panel through the Registrar. In the event that a member of staff is not satisfied with the decision of the Review Panel, he/she may appeal to APCAS/APCONTS through the Registrar.

3.3.6 In the event that a member of staff is not satisfied with the decision of APCAS/APCONTS, he/she may appeal to the Council in writing through the Registrar and Secretary of Council.

### 3.4 PARAMETERS FOR PROMOTION OF NON-TEACHING STAFF

Parameters for promotion of non-teaching staff shall include:

- i. Qualifications
  - ii. Length of Service
  - iii. Administrative / Professional Duties
  - iv. Contribution to the University and the Nation
  - v. Proficiency
- And others to be determined by APCONTS from time to time.

### 3.5 ACADEMIC STAFF PROMOTION

3.5.1 APCAS shall have responsibility to evolve the scoring system for Promotion and Appointment of Academic staff.

The scoring of publications shall take into cognizance the content and outlet of publications. Publications and intellectual works to be considered shall include, but not limited to:

- Books:
- Chapters in books
- Journals
- Short communication
- Letter to Editor
- Conference proceedings
- Technical Reports and Monographs
- Patent and Certified invention
- Documented Exhibition

#### Explanatory Notes:

- (a) Book: A book is a publication of not less than eighty (80) pages excluding cover, with an ISBN. For a book to be accepted for promotion, it must satisfy the following:
- (i) Must be in the authors discipline
  - (ii) Must be assessed by the publications committee
  - (iii) Must be published by a reputable publisher.
- (b) Journal: A journal is considered international if it has the following features:
- (i) Is based in University/Research Institutes/Professional Associations/Published by Reputable Publishers
  - (ii) Has International Readership
  - (iii) Editorial board is international i.e. membership is drawn from many countries
- (c) Books or Chapters in Books constitutes not more than 20% of total publications will be considered.
- (d) Sole authored papers should normally not constitute more than 50% of total publications.
- (e) A maximum of 6 publications in scientific peer-reviewed Bulletin, Conference Proceedings and Technical Reports/Monographs will be considered.
- (f) A maximum of 2 Inventions and 2 Exhibitions will be considered.

*Handwritten signature in green ink*

*Handwritten signature in red ink*



3.5.2 Rating scale for Publication/intellectual work shall be in this order:

- i) Excellent
  - ii) Very Good
  - iii) Good
  - iv) Fair
  - v) Poor
- } The points accruable to these shall be determined by APCAS

The criteria for appointment/promotion (including new introductions and amendments) shall normally be gazetted and made accessible to all staff.

• **Authorship**

There shall be grades of authorship as follows:

- Sole author
  - Major author
  - Joint/Co-author
- } Credits accruable to these shall be determined by APCAS

• **Minimum points required from publications for Promotion**

The minimum points required from publications shall vary between:

- Core Academic staff
  - Research Fellow
  - Extension Fellow
  - Librarian
- } Points shall be determined by APCAS

• **Promotion/Appointment Assessment Criteria:**

- i. Academic/Professional Qualifications
  - B.Sc.
  - M.Sc.
  - M.Phil. / M.Agric.
  - Ph.D.
- ii. Cognate Experience
- iii. Teaching:
  - Work Load
  - HOD's Assessment
  - Student Assessment
- iv. Community Service
- v. Research Publication
- vi. Activity Profile
- vii. Administrative Experience (2.5 per activity)
- viii. Academic Distinction/Commendation

\* There shall be no promotion to the position of a University Librarian, which shall only be by appointment as a Principal Officer. Academic staff in the Library can only be promoted up to the Deputy Librarian status.

**Explanatory Note:**

- (a) Cognate experience, 1 point per year for University, ½ point per year for other Tertiary Institutions.
- (b) Workload



- (c) Contact Time (hour) – 6 points maximum; ½ point each for 1 unit taught courses and for 1 unit practical course.
- (d) Class Size - 4 points maximum
- |               |   |            |
|---------------|---|------------|
| < 50          | = | ½ point    |
| 51-100        | = | 1 point    |
| 101-200       | = | 1.5 points |
| 201-500       | = | 2 points   |
| 501 and above | = | 2.5 points |

For the promotion assessment, the final score on workload is the cumulative score for three years running.

- 3.5.3 The External Assessors' reports shall be presented by the Vice-Chancellor to Appointments and Promotions Committee (APCAS) for consideration and determination. For promotability, at least two of the External Assessors must make definite positive recommendations.
- 3.5.4 Changes in promotion criteria shall not come into effect until two calendar years have elapsed to allow the affected staff to adjust appropriately to the changes.

**NOTES:**

- Promotion of academic staff shall be based essentially on research, teaching and services within the University, but may include consideration of relevant national and/or international assignments.
- All assessors of candidates shall be asked to score **only** the publications of candidates presented to them. They should be intimated with the scoring system.
- A candidate shall not be prevented from being presented for promotion except in cases of failed external assessment in which the candidate shall be required to wait for two (2) years from the effective date.
- APCAS shall design and make available to all academic staff the required format for presentation of Curriculum Vitae for promotion.
- Concepts of clinical work, creative work, recognized professional contribution, Registered Patent and Design should be given due recognition provided the contribution is relevant to the discipline in which a candidate is being considered for promotion or appointment.

- **Concept of Hardship Area**

Hardship area shall be defined by APCAS strictly as areas where recruitment is difficult, new areas of discipline and disciplines into which it is difficult to attract experts.

- **Concept of Learned Journals**

Each College shall determine journals that are acceptable for promotion.

- **Composition of College Promotion Assessment Panel**

Dean	-	Chairman
Deputy Dean	-	Member
All Heads of Department	-	Member
All Professors	-	Member
Representative of other Colleges (who shall not be below the Professorial cadre)		
College Officer	-	Secretary

*Handwritten signature in green ink*

*Handwritten signature in red ink*



### **In attendance**

Establishment matters (Senior)

**Quorum:** 50% membership including the Chairman and one representative from other Colleges

### **Functions**

- Shall consider recommendations from departments in respect of academic staff Promotions and make recommendations to APCAS.
- Shall consider appeals from academic staff in respect of this regulation.
- Shall vet the recommendations of the College Officer in respect of non-teaching staff of the College for onward transmission to the respective non-teaching staff Review Panels.
- If necessary, voting shall be employed to resolve controversial issues and a simple majority decision shall resolve such issues.
- Non-professorial members shall not participate in the consideration of promotion to Readership or Professorship.

### **3.6 Emeritus Professorship**

3.6.1 Emeritus Professors shall be appointed as and when necessary.

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

### **3.7 READERSHIP AND PROFESSORSHIP BY PROMOTION**

3.7.1 The recommendation for promotion to professorial posts shall be made by the Head of Department through the Dean, in consultation with the College Review Panel.

3.7.2 Three sets of the candidate's publications shall be deposited with the Dean who shall submit same to the College Review Panel, after preliminary assessment by three Professors in the related discipline. The College Review Panel shall consider these reports.

3.7.3 The College Review Panel shall forward its recommendations to APCAS for further consideration.

3.7.4 For successful Professorial *prima facie* cases arising from APCAS upholding of recommendations, the Vice-Chancellor shall request the Dean or Director of the affected College/Institute/Centre to submit a list of six potential external assessors who shall themselves be eminent professors and reputable scholars in the candidates' discipline /area of specialization. Two of the nominees shall be based in recognized foreign Universities.

In addition:

- (i) The external assessor must be involved in full teaching and/or research in reputable University.
- (ii) Scholars who had been on the employment of FUNAAB within the preceding 5 years will not normally qualify as external assessor.
- (iii) Scholars who had research collaboration resulting in joint publication(s) with the candidate concerned shall not be qualified for his appointment as an external assessor.
- (iv) At least three (3) of the nominees, including one (1) from a foreign university, must indicate their willingness/availability to undertake the assessment within three (3) months of receipt of a candidate's publications in response to the Vice-Chancellor's inquiry to that effect. Otherwise, the Vice-Chancellor may request additional nominations.

*Handwritten signature in green ink*

*Handwritten signature in red ink*



- 3.7.5 The Vice-Chancellor shall process the papers for external assessment by selecting three willing and available external assessors from the six nominees, one of which shall be based in a foreign university
- 3.7.6 The Vice Chancellor shall ensure that all *prima facie* cases approved by APCAS are sent to External Assessors not later than three (3) months of the APCAS Approval; and set in motion appropriate monitoring mechanism to prevent unnecessary delay.
- 3.7.7 The External Assessors' reports shall be presented by the Vice-Chancellor to APCAS for consideration and determination. For promotion/appointment, at least two of the External Assessors' reports must make definite positive recommendations.

### 3.8 ELIGIBILITY

A member of staff shall not normally be considered for promotion except he has:

- (i) served for at least three (3) years since assuming duty or since last promotion.
- (ii) acquired greater relevant experience and/or publications (as the case may be) after his appointment or last promotion.

### 3.9 OTHER ISSUES ON PROMOTION

- 3.9.1 Promotion during study leave, sabbatical leave and any other approved leave is permitted if:
- (i) A member of staff who is on any approved leave is engaged in activities considered relevant to the programmes of his/her Department.
  - (ii) He satisfies the conditions in 3.8 above.
- 3.9.2 Staff on Contract Appointment shall not be eligible for consideration for promotion. He may, however, apply to be appointed to a higher position at the end of his contract subject to availability of vacancy; provided that he has satisfied the minimum requirements for that position and that he is not a retired officer who is a beneficiary of gratuity and pension in the Nigerian service.
- 3.9.3 A member of staff shall be considered for re-grading if, since appointment or last promotion, he has acquired additional qualifications which would normally entitle him to be considered for re-designation, subject to budgetary provision and response to appropriate advertisement as the case may be. In case of a Graduate Assistant with a Master's Degree, the re-grading shall be automatic. Similarly, an Assistant Lecturer for whom the Ph.D. is an entry point for Lecturer II, the re-grading shall be automatic on acquisition of Ph.D.
- 3.9.4 Any officer promoted from one salary scale to another shall enter the higher scale at a point that gives him a salary increase that is higher than the incremental step in his old scale.
- 3.9.5 The effective date of promotion shall be the 1<sup>st</sup> of October of the promotion year under consideration.

### 3.10 ANNUAL INCREMENT

- 3.10.1 A member of staff who has not reached the maximum point in the salary grade applicable to him shall normally be granted an increment annually on October 1.
- 3.10.2 Where a Head of Department is satisfied that an employee has not attained requisite standard of efficiency and/or conduct he may make recommendation for the deferment or withholding of the employee's increment, and the matter shall be referred to APCAS/APCONTS for a decision.
- 3.10.3 An increment is granted on the understanding that an employee has attained at least, the standards of efficiency and conduct that may reasonably be expected of an officer of his rank

*Busayo Adekunle* 22

*[Red signature]*



and status. The officer must have duly completed and submitted the APER form for the year in question not later than 31<sup>st</sup> August of the year.

- 3.10.4 The incremental date of members of staff shall be the 1st of October provided that no increment shall be granted in the October following in respect of a member of staff who is appointed into service of the University or who enters a new salary scale, after 1<sup>st</sup> April in any year.
- 3.10.5 If the Appointments and Promotions Committee decides that the increment of an employee be withheld or deferred, the decision and the grounds thereof shall be communicated to the employee who may, within one month of being notified of the decision, appeal to Council against the decision.
- 3.10.6 An increment which has been deferred or withheld shall subsequently be granted with retrospective effects if the appeal succeeds.

## CHAPTER FOUR

### 4.0 LEAVE AND PASSAGES

#### 4.1 LEAVE

Granting of leave for staff other than the Principal Officers, Deans and Directors shall be on the recommendation of the Heads of Department.

Leave shall be granted at the discretion of the Heads of Departments with the approval of the Registrar. For Principal Officers, Deans and Directors, the approval of the Vice-Chancellor shall be required.

#### 4.2 ANNUAL LEAVE

For Academic Staff and Technologists, leave shall normally be taken at the end of every academic year. For other categories of Senior Staff, leave shall be taken any time during the year.

- 4.2.1 Deferred leave is that which an officer is granted in exceptional circumstances by the Vice-Chancellor to carry forward to the next leave year because of exigency of duty. It could be part of annual leave not fully exhausted or any leave approved as such. However, leave shall not be carried forward to the following year except by permission of the Vice-Chancellor, on receipt of the request submitted through the Dean or the appropriate Head of a Non-teaching Unit. For Principal Officers, Deans and Directors, the approval of the Vice-Chancellor, for deferment, shall be required.

Any deferred leave may be taken with the officer's normal leave in the following academic year or any of the subsequent three academic years; and where this is not possible, the leave may be cumulated with the officer's terminal leave. However, accumulated leave of not more than one hundred and twenty (120) working days can be utilized at the convenience of the staff's department.

- 4.2.2 The authorized deferred leave is commuted to cash if the officer retires prematurely or in the event of death. It could be used as part of notice for disengagement and any excess number of days shall be forfeited.

#### 4.3 DURATION

- 4.3.1 All senior staff shall be entitled to an annual leave of thirty (30) working days.
- 4.3.2 Academic staff shall be entitled to twenty-six (26) working days research/extension service leave per annum. Research leave cannot be deferred.
- 4.3.3 In the first year of appointment, annual leave shall be calculated on pro-rata basis, provided that service of less than six months shall not qualify for leave for that year.



- 4.3.4 Staff on sabbatical leave shall not be entitled to annual leave for the session in question. However, if the staff resumes six (6) months before the end of the year, the leave for that year should be prorated.
- 4.3.5 A member of staff may be requested to return to work before the expiration of his annual leave. Any outstanding balance resulting therefrom shall be taken at a later date.
- 4.3.6 Any member of staff who overstays leave without just cause or approval shall be regarded as having absconded from duty without permission and shall be dealt with in accordance with the provisions governing acts of misconduct.

#### **4.4 CASUAL LEAVE**

- 4.4.1 Members of staff may be granted not more than seven (7) working days casual leave to be taken during the leave year.
- 4.4.2 Casual leave in excess of seven (7) working days shall be deducted from subsequent annual leave.
- 4.4.3 Absence from the University outside these periods for up to three (3) working days shall only be with the prior permission of the Head of Department and the Dean of the College concerned or the Head of the appropriate Non-teaching Units. Absence for more than three (3) working days shall be with the prior permission of the Vice-Chancellor.

#### **4.5 EXAMINATION LEAVE**

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

#### **4.6 LEAVE FOR TEMPORARY STAFF AND STAFF ON CONTRACT**

- 4.6.1 Leave for temporary staff and staff on contract shall be defined in their agreements and shall not normally exceed 30 working days in any calendar year.
- 4.6.2 Leave for staff on temporary appointment shall be approved provided the staff has completed six months after his first appointment.
- 4.6.3 (a) Leave passage to his place of domicile shall be provided for a member of staff who is not a Nigerian and his family at the end of every tour of service with the university.

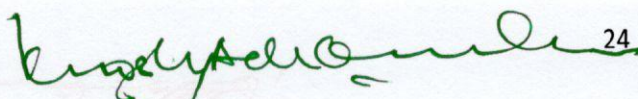
Except that:

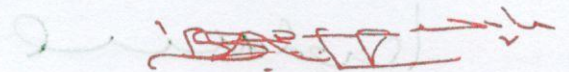
- i. persons aged 60 years and above may use the provision annually
- ii. Leave passage shall not be provided within the period of six months before the expiration of a contract appointment.
- iii. No passage allowance shall be provided with leave passage
- iv. Leave allowance shall not be paid in the year in which leave passage is provided.

#### **4.7 MATERNITY LEAVE**

- 4.7.1 Female staff who are pregnant are entitled to sixteen (16) weeks maternity leave with full pay (i.e. four (4) weeks before delivery and twelve (12) weeks after delivery).
- 4.7.2 Applications for maternity leave shall be accompanied by Medical Certificate endorsed by the University Director of Health Services.

The annual leave for that year shall, however, be regarded as part of the maternity leave. Where the annual leave had already been enjoyed before the grant of maternity leave, that part of the maternity leave shall be without pay.

 24





4.7.3 Female staff whose services are less than six (6) months shall not be entitled to maternity leave with pay.

#### 4.8 SICK LEAVE

4.8.1 Sick leave on full pay up to a maximum of 6 months within a period of 12 months shall be granted by the Vice-Chancellor upon the recommendation of the University Director of Health Services or any Medical Practitioner approved by the Director.

4.8.2 Extension of sick leave for another six (6) months with full pay shall be with the approval of Council. Thereafter, a Medical Board shall be constituted to determine if the staff should be allowed further sick leave for another six (6) months or invalidated from service.

The Medical Board referred to in 4.8.2 shall consist of the University Director of Health Services as Chairman, a representative of staff trade union concerned and not less than 2 Medical practitioners approved by the Vice-Chancellor, provided that the employee, if he so desires, may nominate a medical practitioner of his choice to be present at the deliberation of the Medical Board.

#### 4.9 STUDY LEAVE

4.9.1 Study leave is a period granted to staff to undertake an approved course of study or for the acquisition of professional experience. Such study leave can either be with or without pay.

4.9.2 Study leave is a privilege and will not necessarily be granted to every applicant who has fulfilled the conditions specified below:

A member of staff may be granted study leave for the following purposes:

(i) To afford him an opportunity to write up research work, to use library or other facilities not available locally, to undertake extensive field work and the collection and collation of data.

(ii) To write up a thesis for a higher degree, acquire a professional qualification/skill.

OR

(iii) To refresh his knowledge by contact with work being conducted elsewhere.

4.9.3 Study leave may be allowed at the discretion of Council if:

(i) The appropriate Appointments and Promotions Committees (APCAS/APCONTS) approves the programme of study.

(ii) The relevant Head of Department is satisfied that a staff member can be released.

(iii) The applicant has completed six (6) semesters or three (3) years as may be applicable of continuous service at the University since his first appointment or his return from a previous study leave.

(iv) The applicant shall enter into a bond to return to the service of the University for two semesters or one year for every year spent during the study leave immediately following the end of his leave, when such leave is with pay; or one semester or six months for every year spent when such leave is without pay. Officers on study leave without pay shall be entitled to notional annual increments and notional promotion.

(v) The applicant shall undertake to submit to the Registrar through the Dean or the appropriate Head of a Non-teaching Unit on his return, a written report of the work done during the study leave, within one month of return, failing which, his salary shall be suspended until such a report is submitted. Where such work involved the writing of thesis, a copy of such a thesis shall be deposited in the University Library.

(vi) Failure to conform to the provisions in (v) above shall attract appropriate penalties as may be prescribed in the bond.



- (vii) Where study leave is required earlier than six semesters of service or involves the University in additional expenditure either directly or through the secondment of a person from another institution, the matter shall be determined by the University on its merit.
- (viii) No more than one period of study leave may be granted in respect of previous service, notwithstanding that service may exceed six (6) semesters or three (3) years. Service for the purpose of study leave shall be determined either from the date of appointment, in the case of a first application for study leave, or from the date of resumption of duty after the last study leave, in the case of any subsequent application.
- (ix) An employee who fails to resume duty after the approved study leave shall be regarded as having absconded from duty and shall forfeit his salary and other approved benefits for the period of his absence, and, in addition, may be subjected to further disciplinary action.

#### 4.9.4 Study Leave Procedure and Entitlements

- 4.9.4.1 An application for study leave shall normally be submitted through the Dean of the College or the appropriate Head of the Non-teaching Unit to the appropriate Appointments and Promotions Committees (APCAS/APCONTS).
- 4.9.4.2 The entitlements of staff on study leave shall include the following:
  - (i) Staff on study leave shall be allowed passages (usually for himself, spouse and up to 4 children below 18 years of age).
  - (ii) Staff granted study leave with pay shall be entitled to receive maintenance allowance, approved tuition fees and other approved allowances, as may be determined from time to time, in addition to his total emolument.

#### 4.9.5 Concessional Study Leave

- 4.9.5.1 All applications from Graduate Assistants, Assistant Lecturers and their equivalents as well as unconfirmed Assistant Lecturers for concessional study leave shall be made through the Heads of Departments or Units to the Dean of the College or the Director of a Centre who will forward it with his own recommendations to the Registrar. In all other cases the applications shall be processed through the Directors/Heads of Non-teaching Departments of the relevant staff.
- 4.9.6 Concessional study leave may be granted by the Appointments and Promotions Committee (APCAS/APCONTS) on the recommendation of the Head of Department or Unit through the Dean of the College or Director of a Centre to an Assistant Lecturer/Graduate Assistant or a member of staff of equivalent or similar status in order to enable him acquire higher qualification.
- 4.9.7 Approval for concessional study leave shall be granted for only one year in the first instance. The leave shall be renewable annually subject to satisfactory performances. Such renewal, however, shall not exceed a total of four years unless sufficient evidence is provided to show that failure to complete the required course within four years is not the candidate's faulty.
- 4.9.8 Staff on concessional study leave shall follow a course or courses of study approved by the Appointments and Promotions Committee (APCAS/APCONTS) and he shall not change that course without the prior approval of the Committee.
- 4.9.9 A report shall be submitted by the supervisor of the staff on concessional study leave at the end of every academic year or as often as the Appointments and Promotions Committee (APCAS/APCONTS) shall so require.
- 4.9.10 Staff on concessional study leave shall normally be on leave with pay and associated allowances.
- 4.9.11 Staff on concessional study leave shall not apply or become a candidate for any post other than a post in the service of the University during the period of the bond, in accordance with 4.9.3(iv) above.
- 4.9.12 The period of any concessional study leave shall count towards the computation of terminal benefits.



4.9.13 Applicants on concessional study leave shall enter into a bond to return to the service of the University for at least an equivalent period with that of the study leave.

#### 4.10 DAY RELEASE PROGRAMMES

Staff desirous of pursuing part-time programmes or acquiring approved skills may be granted day-release at the discretion of the Head of Department with the approval of APCONTS. In all cases, the official assignments shall take precedence. Approval on day-release shall be without financial implication to the University.

Permission for Day release programmes shall be for the period specified in the letter of admission

A report shall be submitted by the supervisor of the staff on Day Release at the end of every academic year, or as often as APCONTS shall require.

#### 4.11 EXTERNAL SERVICE TRAINING, ATTACHMENTS, SEMINARS AND WORKSHOPS\*

Staff desirous of proceeding on any of the following service – training, attachments, seminars and workshops may be granted leave of up to six months with the approval of APCAS/APCONTS. Such training will include:

- (i) Training programmes in Foreign Institution.
- (ii) Industrial / Professional Attachment at reputable Institutions.
- (iii) Professional Conferences, Seminars and Workshops.

#### 4.12 SABBATICAL LEAVE

Every confirmed senior member of staff (academic and non-teaching) who has spent a minimum of six years continuous service in the University will be entitled to one year sabbatical leave with full pay. The leave will be either to mentor, gain practical experience in a particular field of specialization and / or to carry out research and interact with professional colleagues as well as undertake some teaching assignments.

4.12.1 Percentage of staff from a Unit/College that can go on sabbatical leave at a time shall not exceed 20%.

4.12.2 However, Principal Officers, Deans, Directors, and Heads of Departments who have served two (2) successive terms and who have met the condition of six continuous years of service shall not form part of the 20% quota.

4.12.3 Sabbatical leave which shall normally be for one academic session shall be due after six years or twelve semesters of service in the University.

4.12.4 In calculating the years of service that will make an applicant eligible for sabbatical leave, all periods of study leave and leave of absence granted to the applicant during the relevant period shall be excluded.

4.12.5 In considering application for sabbatical leave, the Appointments and Promotions Committees i.e. APCAS/APCONTS will require a programme of proposed relevant work and evidence that the applicant can be released.

4.12.6 Staff on sabbatical leave will be allowed passages usually for himself, spouse and up to 4 children, if it is to be spent abroad and the children must be below the age of 18. However, this is subject to availability of fund.

4.12.7 Staff on sabbatical leave shall return to the University on completion of the leave for at least one semester, except staff that have extension of leave or are embarking on terminal sabbatical leave.



- 4.12.8 Where a staff wishes to proceed on leave of absence after a period of sabbatical, application shall be made through the Head of Department and the Registrar to the Vice-Chancellor. For academic staff, application shall be made through the Head of Department and the Dean to the Vice-Chancellor, at least six (6) weeks before the expiration of the sabbatical leave. However, approval for such extension is at the discretion of the Vice-Chancellor.
- 4.12.9 Application for sabbatical leave shall be made on prescribed forms a semester prior to the commencement of the sabbatical leave and shall be submitted through the Head of Department and the Registrar to the Vice-Chancellor.
- 4.12.10 The application shall be forwarded to APCAS/APCONTS for consideration and approval.

#### **4.13 LEAVE OF ABSENCE**

- 4.13.1 Leave of absence is an approved period of stay away from the University without pay.
- 4.13.2 Leave of absence shall be for one year in the first instance and renewable annually, at the discretion of the University
- 4.13.3 Where a member of staff has been granted leave of absence on the basis of national service, or an international service, such a member of staff shall be entitled to his earned study leave/sabbatical leave at the appropriate time as if there had been no break in service.
- 4.13.4 Where leave of absence is granted immediately after sabbatical leave, the maximum period shall not exceed one year except for those on national assignment.
- 4.13.5 Procedure for securing Leave of Absence  
The same procedure for sabbatical leave in Section 4.11 shall apply.

#### **4.14 SECONDMENT**

- 4.14.1 Secondment of any member of staff to the service of another University or approved body at his own request shall be for a maximum period of three (3) years, that is, two (2) years in the first instance with a possible extension for another year, during which period the applicant will be required to elect to be permanently released to the service to which he has been seconded or revert to his former post.
- 4.14.2 Such staff member shall be entitled to notional increment during the period of his secondment and shall be granted notional promotion as considered appropriate by the University on his de-secondment.
- 4.14.3 When a secondment of an officer to the service of another University or approved body is based on the public interest, the period of secondment shall not be limited, but shall be reviewed at intervals of three (3) years and the officer shall continue to hold his substantive post and be entitled to notional increment and promotions, and shall be treated as having been posted on special duty.
- 4.14.4 Applications for secondment, with or without pay, shall be made through the Head of Department of Unit to the Dean of the College or the Director of a Centre (not based in a College) who shall then forward the application with his own recommendations to the Registrar.
- 4.14.5 The appropriate Appointments and Promotions Committee (APCAS/APCONTS) shall, as a condition of granting secondment with or without pay, require that the member of staff undertakes in writing to return to the University for at least a period equivalent to the period in respect of which the secondment is granted.

#### **4.15 PASSAGES**

- 4.15.1 On initial appointment, a member of Senior Staff shall be provided with economy class air or approved first class sea passages and/or approved road or rail fares by the shortest direct route for himself, his wife and up to four children under the age of 18.



- 4.15.2 On retirement, expiration of a contract, or earlier termination of an appointment, if not on grounds of misconduct, himself, his wife and up to four children, shall be entitled to transportation cost from the place of work to his domicile, or provided the cost is not greater, to another place as agreed. Staff on contracts which are renewed shall only be entitled to transport under this subsection on their final departure. For this provision, "contract" means a normal two (2) year contract.
- 4.15.3 For all other cases of contract appointment of less than two years, home visit shall only be allowed after a cumulative contract period of at least four semesters or two years.
- 4.15.4 If such an employee resigns his appointment and leaves the services of the University within six (6) months of his assumption of duty, such employee shall be required to refund to the University the whole of the transport fares paid on him and the family, where applicable or will be required to get his new employer to enter into an agreement with the University to make a refund. Any such employee, who leaves after one (1) year but less than two (2) years, would be required to refund to the University one-third of such passages.
- 4.15.5 An employee resigning within one (1) month of return from overseas leave shall not be eligible for repatriation of himself and family unless due cause has been shown to the Vice-Chancellor for the extra expense to be incurred by the University.
- 4.15.6 In cases, where these Regulations apply to a married woman, she shall be entitled to transport for herself, her dependent children and husband.
- 4.15.7 All passages for the purposes set out in Sections 4.13.1 to 4.13.6 above which the University will provide or pay for, will be by the most direct and economical route.
- 4.15.8 On first appointment, a member of staff recruited from outside Nigeria shall be paid a baggage grant for himself and his spouse and up to four children at rates approved by Council.
- 4.15.9 On first appointment, a member of staff recruited from within Nigeria shall be paid on the basis of an approved rate by the most direct route to be determined by the Council from time to time. In exceptional cases, additional payments may be approved by the Vice-Chancellor. A similar payment may be made on final departure from the University, to a member of staff domiciled in, or going to, a destination in Nigeria.

## CHAPTER FIVE

### 5.0 STAFF DISCIPLINE

- 5.1 The University relies on the continuing and good sense and devotion of every employee to ensure that cases which may require disciplinary actions are reduced to the barest minimum.
- 5.2 A Head of Department/Unit shall be responsible to the Vice-Chancellor through the Dean where applicable, for the maintenance of the day-to-day discipline of and among the staff assigned to his Department in all matters relating to the Department/Unit.
- 5.3 The power to exercise disciplinary control over staff members is vested in the University Council and the Vice-Chancellor.

### 5.4 MISCONDUCT

Any of the following shall constitute an act of misconduct/gross misconduct:

- (i) conduct of a scandalous or disgraceful nature, such as corruption, dishonesty, fraud, falsification or suppression of records, abuse of office, foul language, etc.
- (ii) conduct prejudicial to discipline and good governance, insubordination (including unruly behavior and disobedience to lawful instruction), negligence of duty, absence from duty without permission.



- (iii) conviction for a criminal offence (other than a minor traffic offence or the like).
- (iv) conduct which may be regarded as constituting failure to discharge the functions of one's office without sufficient reasons.
- (v) engaging personally in trade, business or other gainful employment without permission.
- (vi) disclosure of confidential official information.

## 5.5 DISCIPLINARY ACTIONS

### 5.5.1 Administrative – These shall be disciplinary actions that do not emanate from pronouncements of the Governing Council

The following disciplinary actions may be imposed on staff as sanctions for misconduct depending on the gravity of the misconduct:

- (i) oral warning;
- (ii) letter of advice;
- (iii) written warning;
- (iv) denial of salary increments;

### 5.5.2 The following disciplinary actions at the level of Council, on the recommendation of the Staff Disciplinary Committee, may be imposed on Staff as sanctions for misconduct depending on the gravity of the misconduct:

- (i) letter of advice;
- (ii) written warning;
- (iii) denial of salary increments and or advancement (as the Council deems fit);
- (iv) denial of salary up to a maximum of one-third (1/3) for specified period; (as the Council deems fit);
- (v) surcharge for negligence;
- (vi) denial of promotion;
- (vii) denial of any other benefit, as the Council deems fit e.g. granting of study leave;
- (viii) suspension from duties or office with half pay or without pay;
- (ix) demotion;
- (x) interdiction for pending criminal cases;
- (xi) termination of appointment; and
- (xii) dismissal from service.

## 5.6 WARNING

### 5.6.1 The warning process should encompass drawing attention to short-comings through informal talk, oral warning and formal (written) warnings.

- (i) all erring staff shall be warned by their respective Heads of Departments.
- (ii) oral warning may be given in response to a reply obtained to an oral query.
- (iii) formal warning: this requires that an employee should be given a written query to which he should reply in writing within a given time which shall be indicated in the query. The officer who issued the query shall decide in writing, whether:
  - (a) The employee has exculpated himself, in which case the officer shall so inform him and no further action shall be necessary



Or

- (b) The employee has not exculpated himself but no immediate punishment is warranted, in which case the officer shall issue an appropriate formal writing, in which the attention of the Registrar shall normally be drawn for personnel records if, it is the third warning.
- (iv) In respect of Deans, Heads of Academic Departments and Heads of Administrative / Technical / Professional Departments, the centre warning process shall be undertaken by the Vice-Chancellor.

#### 5.7 DENIAL OF INCREMENT AND OR ADVANCEMENT

- (i) Where a Head of Department is satisfied that an employee has not attained requisite standard of efficiency and/or conduct, he may make recommendation for the deferment or withholding of the employee's increment, and the matter shall be referred to the appropriate Appointments and Promotions Committees (APCAS/APCONTS).
- (ii) if the Appointments and Promotions Committees decide that the increment of an employee be withheld or deferred, the decision and the grounds thereof shall be communicated to the employee, who may within one month of being notified of the decision, appeal to Council against the decision.
- (iii) Where a member of staff is found to have been negligent or has willfully damaged University property, such staff may be surcharged, have his appointment terminated or dismissed from service.

#### 5.8 SURCHARGES FOR NEGLIGENCE

An employee of the University may be surcharged, dismissed or have his or her appointment terminated for any willful or negligent damage to University property. The employee or employees concerned may be asked to pay for the cost of repairs or replacement at the current price of the damaged property.

#### 5.9 SUSPENSION FROM DUTIES OR OFFICE

5.9.1 The Vice-Chancellor may, in case of misconduct by a member of staff which in the opinion of the Vice-Chancellor is prejudicial to the interest of the University, suspend such member of staff and any such suspension shall be reported to the Council.

5.9.2 Any person suspended shall be on half pay (i.e. gross salary) of his emolument and the Council shall before the expiration of a period of three months after the date of such suspension consider the case against that person and come to a decision as to:

- (a) re-instate such person in which case the Council shall restore his full emoluments with effect from the date of suspension.
- (b) terminate the appointment of the person concerned in which case the person shall not be entitled to the proportion of his emoluments withheld during the period of suspension.

Or

- (c) take such less severe disciplinary action against such person (including the restoration of such proportion of his emoluments as might have been withheld) as the Council may determine. In any case where the Council decides to continue with a person's suspension or decides to take further disciplinary action against a person, the Council, shall before the expiration of a period of three months from such decision, come to a final determination in respect of the case concerning any such person.



## 5.10 INTERDICTION

- 5.10.1 Where an employee has been charged with a criminal offence whether or not connected with the University, the Vice-Chancellor may interdict him from his duties forthwith and report to Council.
- 5.10.2 Formal notice of interdiction shall be given to the employee concerned in writing. The notice shall state the date from which the interdiction takes effect, duration and the reasons for such interdiction.
- 5.10.3 Where an employee has been interdicted, he shall be entitled to receive 50% of his emolument.
- 5.10.4 An employee who is under interdiction shall be required to hand over uniform, accounts, books, tools and any other property of the University in his charge to such person as the Head of Department/Unit shall order and he shall be forbidden to carry on his duty and to visit his place of work except with the express permission of the Vice-Chancellor.
- 5.10.5 Where an employee under interdiction is found not guilty of all charges, he shall be re-instated and shall receive the balance of his salary for the whole period of his interdiction. Council may, however, review the circumstances of the case with a view to determining the desirability of the continuation in the service of the University; otherwise, his appointment may be terminated forthwith.
- 5.10.6 Where at the end of the proceedings, the staff is guilty of the criminal charges; he should be dismissed with effect from the date of his conviction and shall forfeit the balance of his emoluments.
- 5.10.7 Any employee under interdiction may not, without the permission of the Vice-Chancellor, leave his station during the period of interdiction. Any employee contravening this regulation renders himself liable to dismissal. If the employee's whereabouts remain unknown, the dismissal may be made without further formality.

## 5.11 TERMINATION OF APPOINTMENT

### 5.11.1 Termination of Appointment on Ground of Indiscipline

All appointments can be terminated by Council on the establishment of any of the following acts of indiscipline against the appointee by the Staff Disciplinary Committee:

- (i) Conviction for any offence which the Staff Disciplinary Committee considers to be seriously discrediting to the University or which will seriously prejudice the person convicted and render him unfit in the performance of his duties;
- (ii) Gross or persistent neglect of duty or misconduct either in the performance of duty or in any other situation;
- (iii) Conduct of a scandalous or other disgraceful nature including moral turpitude which the Staff Disciplinary Committee considers to be such as to render the person concerned unfit to continue to hold office;
- (iv) Failure or inability of the person concerned to discharge the functions of his office or to comply with the terms of conditions of service resulting from infirmity of mind or body or any other related causes;
- (v) Misrepresentation as to qualification upon application for employment;
- (vi) The Vice-Chancellor on behalf of Council may, for sufficient cause, terminate the appointment of a member of staff on a contract appointment or an unconfirmed regular appointment by giving at least a month's notice or payment of a month salary in lieu of notice.

### 5.11.2 Termination on Ground of ill-Health

- (i) If at any time during the service of a member of staff in the University, such member of staff is certified by a Medical Board appointed on the instruction of the Vice-Chancellor, acting on behalf of the Council, to be so unfit and incapable of carrying out his duties and the condition



does not improve after one year, the Council may accept his resignation or terminate his appointment in accordance with the University regulations.

- (ii) During the course of his sickness, such a staff shall be entitled to his full emolument in the first six months subject to extension for another six months on the advice of a Medical Board.

### **5.11.3 Dismissal from Service**

- (i) An employee under interdiction who is found guilty of any of the charges preferred against him may be dismissed and if so, shall not subsequently receive any part of any short-payment of his emolument, notwithstanding, that he may have been found not guilty of some of the charges.
- (ii) Failure to disclose any previous conviction of a criminal offence will lead to summary dismissal.
- (iii) An employee convicted for a criminal charge shall not receive any emoluments for the period following the date of his conviction, until the University shall have considered his case. In the event of any acquittal on appeal, the question of continuation in service and payment of arrear of emoluments shall be determined by Council on the advice of the Registrar.
- (iv) Upon conviction of an employee on a criminal charge, he shall be dismissed or have his appointment terminated with effect from the date on which he was convicted.
- (v) An employee of the University shall be summarily dismissed if he corruptly accepts or obtains or causes any person to accept or attempt to obtain from any person, for himself or for any other person, any gift or consideration as in document or reward for doing or forbearing to do any act in relation to the University's affairs or business or for showing or forbearing to show favour or disfavor in relation to the University's affairs or business.
- (vi) An employee of the University shall be summarily dismissed if he:
  - (a) whilst employed in a full-time or part-time capacity, acts as attorney or agent against the University in any matter.
  - (b) Falsifies testimonies or personal records.

### **5.11.4 Procedure for Disciplinary Action**

- 5.11.4.1 When a report of an alleged case requiring disciplinary action is received by the Registrar, an official query is caused to be issued by the Personnel Division of the Registry to the affected staff.
- 5.11.4.2 The alleged offender is required to respond to the query directly to the Registrar.
- 5.11.4.3 The response is immediately forwarded on receipt to the Head of Department of the staff concerned, and any other member(s) of staff who is/are mentioned as witness(es) in the response.
- 5.11.4.4 All responses received are studied by the Registry which in conjunction with the Legal Unit (when deemed necessary) would make submissions to the Vice-Chancellor, including the recommendation for the need of the composition of an Investigation Panel and its terms of references where appropriate.
- 5.11.4.5 The Vice-Chancellor shall take action by:
  - (i) sending criminal case to the Environmental (Security) Unit for submission to the Police, however, internal administrative procedure would continue to assist the police.
  - (ii) sending non-criminal but serious cases to an Investigation Panel.
- 5.11.4.6 The Vice-Chancellor shall constitute an Investigation Panel to determine whether or not a prima facie case has been established against any member of staff. The Panel shall submit its report and recommendations to the Vice-Chancellor.





- 5.11.4.7 The Investigation Panel shall include the President or the Chairman or his representative of the Union to which the staff being investigated belongs if such a staff is a member of a union.
- 5.11.4.8 The Registrar shall advise the Vice-Chancellor on the recommendations of the Investigation Panel based on the appropriate University Rules and Regulations.
- 5.11.4.9 Where a *prima facie* case has been established, the Vice-Chancellor shall refer the case to the Staff Disciplinary Committee.
- 5.11.4.10 The reports and recommendations of the Staff Disciplinary Committee shall be forwarded to the Council.
- 5.11.4.11 If it appears to the Council that there are reasons for believing that any person employed as a member of the Academic, Administrative or Professional staff of the University other than the Vice-Chancellor, should be removed from his office or employment on the ground of misconduct or of inability to perform the function of his office or employment, the Council shall:
- (i) give notice of those reasons to the person in question.
  - (ii) afford him an opportunity of making representation in person on the matter.
  - (iii) after considering the report of the Staff Disciplinary Committee, if it is satisfied that the person in question should be removed as aforesaid, it may so remove him by an instrument in writing signed on the directives of the Council.

#### 5.11.5 Guidelines on Termination of Appointment and / or Dismissal from Service

- 5.11.5.1 Before terminating appointments on ground of indiscipline, "reasonable cause" other than on ground of infirmity of mind or body, the Staff Disciplinary Committee shall:
- (i) Be satisfied that a *prima facie* case has been established by an Investigating Panel set up by the Vice-Chancellor.
  - (ii) Notify the member of staff concerned in writing on the ground(s) on which he is being considered for disciplinary action.
  - (iii) Give the member of staff concerned opportunity of replying to the allegations leveled against him.
  - (iv) Give the member of staff whose case is being considered the opportunity to appear before the Staff Disciplinary Committee.
  - (v) Make recommendations through the Vice-Chancellor to the Council.

#### 5.11.6 Composition of Staff Disciplinary Committee (SDC)

- (a) Membership
- |  |   |           |
|--|---|-----------|
| Deputy Vice-Chancellor (Development)                               | - | Chairman  |
| Two (2) representatives of Council (who are not members of Senate) | - | Members   |
| Two (2) representatives of Senate (who are not members of Council) | - | Members   |
| Representatives of the Federal Ministry of Education               | - | Member    |
| Registrar  | - | Member    |
| Registrar's Nominee  | - | Secretary |
- In Attendance**  
Legal Officer



(b) **Terms of Reference**

1. To examine and consider any disciplinary case referred to the Committee based on the statutes;
2. To submit its report on its decisions through the Vice-Chancellor to the Council for further consideration.

**NOTE:**

Where there is any appeal, this shall be made directly to Council

In the interest of fairplay, the Deputy Vice-Chancellor (Development) and Council members on the Committee shall not participate when the appeal is being considered.

- (c) **Quorum:** 50% of Membership including the Chairman or his accredited representative.
- (d) **The frequency of meetings:** as the need arises

**5.11.7 Compulsory Retirement**

Where appointment may be terminated in accordance with Section 5.11.4.11 (i, ii, iii) above, the Council at its discretion may in lieu of termination, permit the employee to resign/withdraw/retire his appointment.

**5.11.8 Principal Officers**

5.11.8.1 Only Council may take disciplinary or punitive action (including dismissal from office or service) against a member of staff who is a Principal Officer of the University except the Vice-Chancellor.

5.11.8.2 Council may suspend with half pay, such staff member from duties, and may issue instructions limiting his access to any offices in the University or enjoin him to make himself available to any Body of Enquiry or University Authority from time to time, pending investigation into his conduct or the completion of any other appropriate action connected with his case.

**5.12 RIGHT OF APPEAL**

5.12.1 Without prejudice to the provisions on procedure for disciplinary action, any aggrieved member of staff who is disciplined or punished under the appropriate regulations shall have the right of appeal through the normal channel to Council. The ruling of Council on such an appeal shall be final.

*Handwritten signature in green ink: Nancy Aden...*

*Handwritten signature in red ink: Nancy Aden...*



## CHAPTER SIX

### 6.0 LOANS, ADVANCES AND ALLOWANCES

#### 6.1 LOANS

All loans shall be granted upon agreement between the University and the member of staff concerned whose appointment shall normally have been confirmed.

(i) **Availability of funds**

All loans are made subject to the availability of funds and on such terms and conditions as the University may determine from time to time.

(ii) **Surety**

Before being granted, any of the loans referred to in this section except salary advances, a member of staff shall be required to fulfill the following conditions:

- (a) That the University should not accept any guarantor outside the employment of the Federal University of Agriculture, Abeokuta. The guarantor must be a confirmed staff not below CONUASS 01 or CONTISS 07.
- (b) That self-guarantee by individual staff would no longer be entertained since the terminal benefit from which loans/indebtedness could be redeemed are no longer paid through the employer.
- (c) That depending on the quantum of the loan, a minimum of three internal guarantors would be required.
- (d) That for any staff to be eligible as guarantor, his total number of years left in service must be more than the period of loan repayment.
- (e) That staff with two (2) years to retirement would not be eligible to loan facility except he/she can pay back the loan within one year.

(iii) **Total Indebtedness**

Notwithstanding anything in these regulations, the total indebtedness of a member of staff to the University shall be limited to such a sum as will ensure that the monthly repayments do not exceed two-third (2/3) of his/her gross monthly salary.

#### 6.1.1 Motor Vehicle Loan

- (i) The University shall grant motor vehicle loans at approved government rates and conditions as may be made available from time to time.
- (ii) Repayment period for such loans shall not be more than five (5) years in sixty (60) consecutive and equal monthly installments at an interest rate of 2% deducted from monthly salary and commencing in the month following the month in which the advance was made.

#### 6.1.2 Furniture Loan

- (i) The University shall operate a Furniture Loan Scheme for which there shall be a Committee and whose regulations shall be reviewed from time to time. An unconfirmed staff, however, shall not be eligible for the revolving Furniture Loan, until confirmed.
- (ii) There shall be a Revolving Furniture Loan on terms and rates as approved by the Council.
- (iii) Repayment shall not be more than five (5) years of sixty (60) consecutive and equal monthly installments at 2% interest rate, and deducted from monthly salary commencing in the month following the month in which the advance was made.

#### 6.1.3 Housing Loan

- (i) Housing loan may be granted when available to members of staff who qualify for it.



- (ii) The eligibility for the housing loan, the conditions under which the loan is granted, the terms of disbursement and repayment of loans, shall be as determined by Council from time to time.

## 6.2 ADVANCES

- 6.2.1 All advances shall be granted upon agreement between the University and the member of staff concerned whose appointment normally must have been confirmed.
- 6.2.2 An advance on account of salary may be approved by the Bursar, on the recommendation of the Head of Department, upon application by a member of staff within six months of his assumption of duty. For staff on ground, the Vice-Chancellor may approve salary advance on extenuating circumstances.
- 6.2.3 The advance shall be limited to a maximum of one month's salary, with the first of such deductions being made in the month following that in which the advance is paid.

## 6.3 ALLOWANCES

- (a) **Leave Transport Grant**  
Leave transport grant shall be paid to staff at prevailing rates as approved by the Federal Government from time to time.
- (b) **Kilometre Allowance**  
Kilometer allowance shall be paid to staff at the prevailing rates as approved by the Federal Government from time to time.
- (c) **Travelling Allowance**  
Travelling allowance shall be paid to staff at the prevailing rates as approved by the Federal Government from time to time.
- (d) **Transport Allowance**  
Transport allowance shall be paid to staff at the prevailing rates as approved by the Federal Government from time to time.
- (e) **Rent Allowance**  
Rent allowance shall be paid to staff at the prevailing rates as approved by the Federal Government from time to time.
- (f) **Responsibility Allowance**  
Responsibility allowance shall be paid to staff at the prevailing rates as approved by the Federal Government from time to time.
- (g) **Overtime Allowance**  
Overtime allowance shall be paid to staff at the prevailing rates as approved by the Federal Government from time to time.
- (h) **Acting Allowance**  
Acting allowance shall be paid to staff at the prevailing rates as approved by the Federal Government from time to time.

*K. S. Adhikari*

*[Red signature]*



## CHAPTER SEVEN

### 7.0 MEDICAL ATTENTION

#### 7.1 MEDICAL EXAMINATION

All appointments including the renewal of contract appointment shall normally be subjected to a Medical Examination. All Medical Certificates and Report shall be kept by the Director, University Health Services and treated as strictly confidential and copies of Certificates shall be furnished to the Registrar for Personnel records.

## CHAPTER EIGHT

### 8.0 COMPENSATION AND INSURANCE

#### 8.1 Loss of Property

Officers will not, in general, be entitled to compensation from public funds, for loss of property in circumstances arising outside of their services, and as such officers may consider the possibility of insuring their property against any type of loss or damage.

#### 8.2 Loss of Life – Death in active service / in the course of duty

Where an officer dies after the completion of the minimum period of qualifying service, there shall be paid to his/her legal representative or any person designated by him/her during his/her life time as his/her next of kin, his entitlements under the life insurance policy maintained under Sub-section (1) of Section 8 of the Pension Reform Act in force.

#### 8.3 Motor Vehicle

8.3.1 If the motor vehicle of an officer, whilst being used for official duties, is damaged as the direct result of civil disturbances, University will accept responsibility for such damage.

8.3.2 If an officer's private vehicle while being used for official duties is damaged beyond repairs as a result of accident, the University shall accept responsibility to the extent of the difference between the indemnities covered by the insurance and the cost of replacing the vehicle.

#### 8.4 Insurance at University Expense

The following persons when travelling by air, land or sea on official duty will be eligible for free insurance in the event of death or permanent disability to be provided by the University as follows:

Traveler	Capital Benefits
Staff	₦2,000,000
Wife of Staff	₦1,000,000
Child of Staff	₦1,000,000
Non-Official	₦1,000,000
NYSC	₦1,000,000

#### 8.5 Responsibility for Insurance

"A passenger travelling to and from any destination inside or outside Nigeria with the authority of the University, free insurance cover for the capital benefits, prescribed in 8.4 above, will be automatic and will not require the completion of any formalities by the passenger. If the passenger wishes to arrange excess of the capital benefits provided by the University, he must do so privately and at his own expense".



## CHAPTER NINE

### 9.0 DISENGAGEMENT FROM SERVICE

#### 9.1 Resignation of Appointment

- 9.1.1 A member of staff may resign his appointment by giving due notice or payment in lieu of notice provided that such appointee is not under bond with the University.
- 9.1.2 A staff on Professorial cadre or Officer of equivalent grade may resign his appointment after having given to the Council through the Vice-Chancellor, not less than six (6) months notice in writing of his intention to do so. Such notice should normally expire at the end of an academic year for a Professor. The Vice-Chancellor may, if circumstances justify it, accept on behalf of Council, shorter notice or a notice to expire on another date.
- 9.1.3 For other staff, the notice required shall be three (3) months which, in the case of academic staff, shall take effect from the end of the academic session.

#### 9.2 RETIREMENT

- 9.2.1 The date of retirement for members of staff holding permanent and pensionable appointment, to the age of retirement is the 30<sup>th</sup> September of the year following the year in which they attain the age of 70 years for academic staff and 65 years for Non-teaching staff after which their employment shall cease automatically unless Council decides to extend the appointment on special grounds. Provided an academic staff attains professorship before the age of 65, retirement will be at 70 years.

#### 9.3 Voluntary Retirement

A member of staff may voluntarily retire from the service of the University having given the due notice of his intention to do so.

#### 9.4 Withdrawal of Service

A member of staff shall be allowed to voluntarily withdraw his service from the University, unless he is bonded, based on the following procedures:

- (i) The member of staff writes to the Registrar through his Head of Department and/or Dean indicating his intention to resign or withdraw his service with effect from a specific date. The effective date shall be six (6) months (for Professors), three months (for other Senior Staff) from the date of the letter notifying the Administration. For academic staff the end of the six/three months shall be end of the academic session.
- (ii) On receipt of the notice, the Head of Department and Dean shall make their specific comments and recommendations that would enable the Vice-Chancellor to take a decision on the request, and forward these to the Vice-Chancellor through the Registrar.
- (iii) The Registrar shall forward the notice of resignation/withdrawal to the Vice-Chancellor with comments and recommendations.
- (iv) The Vice-Chancellor shall approve the resignation/withdrawal of service having regard to the comments and recommendations from the Department and the Registrar.
- (v) Before the accepted resignation/withdrawal is communicated to the applicant, it shall be ascertained that the member of staff in question is not indebted to the University in any way.
- (vi) Failure to give the statutory length of notice shall earn an applicant the payment of the required months' salary in lieu of notice. The Vice-Chancellor, however, has the prerogative to waive such penalties in special circumstances.

#### 9.5 Retirement Benefits

These are payable to staff in line with the Pensions Act in force.



**9.6 Death Benefits**

If a staff dies in active service his death benefits shall be paid in accordance with the prevailing Contributory Pension Scheme Act. In addition to this, all outstanding benefits such as accumulated leave, outstanding salaries, etc. should be monetized and paid to the beneficiary.

**9.6.1 Death of an officer / spouse overseas**

The University shall repatriate, at the request of the deceased's family, the corpse of a Nigerian Officer who dies abroad while on official duty tour or course of instruction or the corpse of the spouse of the official who was duly authorized to accompany him/her on the duty tour or course of instruction. University's responsibility shall be limited to the following:

- (a) (i) Preparation of the body (embalmmment)
- (ii) Purchase of a reasonable priced coffin or casket including inner zinc and wooden coffin as stipulated by Airline Regulations;
- (iii) Payment of the cost to the family of the deceased, not exceeding one full page advert in one National Newspaper, for the publication of obituary at the prevailing rates.
  
- (b) When a pensionable officer dies in the service of the University, it shall be the responsibility of the University to provide the following:
  - (i) Cost of burial expenses including; preparation of the body and embalmment; settlement of mortuary bills; and provision of coffin/casket and transportation subject to the following maximum amount:

(a) CONTISS 1- 5	₦100,000
(b) CONUASS 1 – 5 / CONTISS 6 – 13	₦200,000
(c) CONUASS 6 – 7 / CONTISS 14 – 15	₦300,000
(d) CONSOLIDATED	₦500,000

*Handwritten signature in green ink*

*Handwritten signature in red ink*