



FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA

Office of the Registrar

INTERNAL MEMORANDUM

From: Registrar

To: See Distribution

Ref: FUNAAB/R/ESTAB.99/2025/I

Date: June 18, 2025

NOTICE OF YEAR 2025 PROMOTION EXERCISE FOR THE PROMOTION OF NON-TEACHING STAFF/ANNUAL SALARY INCREMENT

Notice is hereby given for the year 2025 Promotion/Annual Salary Increment Exercise for Non-Teaching Staff.

It is important to emphasize that promotion will be guided by the provisions of Chapter Three of the University Rules and Regulations governing the conditions of service for both Senior and Junior Staff and other conditions specified by Governing Council.

In view of the foregoing, Directors/College Officers/HODs/HOU are advised to encourage their staff to prepare their Curriculum Vitae in line with the approved format.

You are requested to forward the list of staff that are due for promotion to the Senior Non-Teaching Staff Establishment and Junior Staff Establishment as the case may be **latest Tuesday, July 1, 2025, (see attached sample format)** to enable the Unit prepare for and attend the meeting. Recommendations from Departmental Promotion Appraisal Panels should reach the Registrar not later than one week after the meeting.

You are to also note that all members of staff are expected to complete and submit the Annual Performance Evaluation Report (APER) Forms to their College Officers/HODs/HOU, to be forwarded along in **both hard and soft copies** of the attached template for annual salary increment to the Office of the Registrar through their College Officers/Heads of Departments/Units **on or before August 1, 2025. The soft copy should be forwarded to: snte@funaab.edu.ng**. Please ensure that all staff due for salary increment are captured in your submission as no supplementary submission of such request(s) shall be accepted.

Please find attached the schedule of promotion panel meetings, guidelines for promotion, approved Curriculum Vitae format for Non-Teaching staff and the template for the submission of recommendations for annual increment for the 2025 Promotion/Annual Salary Increment Exercise.

Thank you.

E-signed

T. A. Adeniyi MNIM, FCAI
Registrar

Distribution

Bursar

University Librarian

Deans/ Directors

College Officers

Heads of Non-Teaching Department/Units

CC: Vice-Chancellor
Deputy Vice-Chancellor (Academic)
Deputy Vice-Chancellor (Development)
DR I, Academic Staff Establishment
DR II, Senior Non-Teaching Staff Establishment
DR II, Junior Staff Establishment
Head, Public Relations

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA

YEAR 2025 PROMOTION EXERCISE

SCHEDULE OF PROMOTION PANEL MEETINGS FOR NON-TEACHING STAFF

Day	Date	College/Centre/Department
Monday	July 7, 2025	Vice-Chancellor's Office
Tuesday	July 8, 2025	'Nimbe Adedipe Library
Wednesday	July 9, 2025	Health Services
Thursday	July 10, 2025	Works & Services
Friday	July 11, 2025	DITTECS
Monday	July 14, 2025	Bursary
Tuesday	July 15, 2025	Staff School
Wednesday	July 16, 2025	DUFARMS (AMREC, IFSERAR AND DEM)
Thursday	August 7, 2025	Registry Review Panel
	Yet to be slated	Junior Sub-Committee of APCONTS
	Yet to be slated	APCONTS

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA

GUIDELINES FOR 2025 PROMOTION EXERCISE FOR NON-TEACHING STAFF

(EXTRACTS FROM CHAPTER 3 OF SENIOR & JUNIOR STAFF RULES AND REGULATIONS)

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.

3.1.1 Normal Promotion

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

3.1.2 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 substituting 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.

3.2 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.

3.3.2 The recommendations shall be considered by APCONTS/Sub-Committee of APCONTS. 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 Heads of Departments not later than 30th June of the year for the consideration of appropriate Review Panels 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 (APCONTS/Junior Staff Appointments and Promotions Sub-Committee of 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 APCONTS through the Registrar.

3.3.6 In the event that a member of staff is not satisfied with the decision of 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
- vi. And others to be determined by APCONTS from time to time.

3.5 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.

3.6 OTHER ISSUES ON PROMOTION

3.6.1 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/She satisfies the conditions in 3.5 above.

3.6.2 A member of staff may 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.**

3.6.3 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.

3.6.4 The effective date of promotion shall be the 1st of October of the promotion year under consideration.

3.7 ANNUAL INCREMENT

3.7.1 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.

3.7.2 Where a Head of Department/College Officer 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 APCONTS for a decision.

3.7.3 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 and status. The officer must have duly completed and submitted the APER form for the year in question not later than **30th September of the year.**

3.7.4 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 **1st April in any year.**

3.7.5 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.

3.7.6 An increment which has been deferred or withheld shall subsequently be granted with retrospective effects if the appeal succeeds.

1. EXTRACT FROM ITS 84TH STATUTORY MEETING OF COUNCIL HELD ON THURSDAY AND FRIDAY OCTOBER 8 AND 9, 2015

Stoppage of Payment of Annual Increment Six Months After its Implementation for the Year

The Governing Council noted with dismay the rate at which complaints of omission of names from the annual increment list and / or non-payment of annual increment kept coming from staff several months after the approval and implementation of the annual increment for the particular year.

Council deliberated extensively and decided that no complaint of non-payment of annual increment should be entertained after six (6) months of approval and implementation of the increment for the year.

Members of staff are hereby reminded that completion and submission of APER form is a prerequisite for granting annual increment.

2. EXTRACT FROM 105TH MEETING OF THE GOVERNING COUNCIL HELD ON DECEMBER 1 AND DECEMBER 2, 2020

The Governing Council approved that the provision in the APER Form stating that the APER Form Scores for three consecutive years should be considered for promotion of all staff in the University and this provision should henceforth be emphasized and implemented across board.



FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA

OFFICE OF THE REGISTRAR

INTERNAL MEMORANDUM

From: Registrar & Secretary to Council

To: See Distribution

Ref: FUNAAB/R/ESTAB. 53

Date: February 2, 2022

DECISION EXTRACT OF THE 103RD STATUTORY MEETING OF THE APPOINTMENTS AND PROMOTION COMMITTEE FOR NON-TEACHING STAFF (APCONTS) – CONSIDERATION OF NOTIFICATION OF THE CONDITIONS FOR CONVERSION OF NON-TEACHING STAFF AND SCORING GUIDE DUE FOR PROMOTION

The Governing Council acting through the Appointments and Promotion Committee for Non-Teaching Staff (APCONTS) at its 103rd Statutory Meeting held on Wednesday, January 5, 2022 considered the report on the consideration of notification of the conditions for conversion of Non-Teaching Staff and Scoring guide for staff due for promotion.

The Registry Review panel discussed and adopted a formal interpretation on the National Council on Establishment, (Office of the Head of Civil Service of the Federation) Circular No: HCF/SPSO/ODD/NCE/CND.100/S.10/III/102 dated April 12, 2021 guiding promotion after conversion of staff of various cadres.

APCONTS therefore considered and approved the recommendations from the Registry Review Panel on the conditions for conversion of Non-Teaching Staff and scoring guide for staff due for promotion as follows:

1.0 (a) Conversion from Executive/Technical/Superintendent Cadres to same Professional Officer's Cadres.

The Officer must have been doing jobs similar to the Professional Officers Cadre to which he/she wants to be converted to:

- i. Staff that are laterally Converted i.e staff on Executive Cadre e.g Senior Executive Officer on CONTISS 08 converted to professional Administrative Officer I cadre on CONTISS 08 would spend four (4) years since last promotion (additional one year to the normal promotion year);
- ii. Staff that got converted from Higher position in the Executive Cadre to a lower position in the professional cadre will be eligible for promotion three (3) years after their last promotion not minding their date of conversion;

1.0 (b) Conversion from one cadre to another distinct cadre

- i. Any staff who converts from a cadre to another distinct cadre will be eligible for promotion only after spending three (3) years in their new cadre.

In all, officers must have acquired the basic academic qualifications as provided in the career structure to be eligible for promotion.

1.0 (c) Scoring Guide of Curriculum Vitae of staff due for promotion

The Senior Non-Teaching Staff noted as indicated in the APER Form currently in use for staff due for promotion has the following scoring criteria

	Scores
(i) Basic Academic Qualifications	10
(ii) Professional Qualifications (where applicable)	05
(iii) Years of Cognate Experience	15
(iv) Head of Department's Assessment	45
(v) Other Contributions (to University or Country)	10
(vi) Managerial Ability	10
(vii) Commendation/Appreciation	5
	100

In the course of attending various promotion departmental panel meetings, the Unit observed discrepancies in the implementation of the scoring criteria.

APCONTS, therefore, considered and approved for uniformity, the interpretation of the criteria especially in the following areas; Years of Cognate Experience, Other contributions (to University or Country) and Commendation/Appreciation as follows:

- (i) **Years of Cognate Experience**: The scoring is one (1) mark for each year spend in the services of the University on the current designation;
- (ii) **Other Contributions (to University or Country)**: The scoring is one (1) mark for each contribution either in the University or Country/Community Service captured within the promotion year (three (3) years);
- (iii) **Commendation/Appreciation**: The scoring is one (1) mark for a letter of commendation/appreciation, three (3) marks for two (2) letters of commendation/appreciation and five (5) marks for three (3) letters of commendation/appreciation issued by the University Registrar that falls within the promotion year.

The above decision is for your information and further action.

Thank you.


Bola Adekola, Ph. D, FCIDA, FCIA

Distribution

Director's
HOD's/HOU's/College Officer's

cc: Vice-Chancellor
Bursar
Librarian
Chairman, SSANU
Chairman, NASU
Chairman, NAAT

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA

APPROVED CURRICULUM VITAE FORMAT FOR PROMOTION EXERCISE FOR NON-TEACHING STAFF

01. PERSONAL

- (i) Name in full (Surname first in Capital Letters):
- (ii) Date of Birth:
- (iii) Place of Birth:
- (iv) Age:
- (v) Sex:
- (vi) Marital Status:
- (vii) Nationality:
- (viii) Town and State of Origin:
- (ix) Contact Address:
- (x) Phone Number:
- (xi) E-mail Address:
- (xii) Present Post and Salary (Both Level and Amount):
- (xiii) Post on Promotion

02. EDUCATIONAL BACKGROUND

- (i) Educational Institutions attended (With Dates)
- (ii) Academic and Professional qualifications (With Dates)
- (iii) Prizes, Honours, National and International Recognition

03. WORK EXPERIENCE

04. SPECIAL ASSIGNMENT/COMMUNITY SERVICE

05. COMMENDATION

06. MEMBERSHIP OF PROFESSIONAL BODIES

07. EXTRA CURRICULA ACTIVITIES

08. PUBLICATIONS

09. REFEREES

.....
Signature

.....
Date



FILE NO:.....

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA
ANNUAL PERFORMANCE EVALUATION REPORT
SENIOR NON-TEACHING STAFF

PERIOD OF REPORT: From 1st October, to 30th September.....
(To be completed by member of staff)

PART A

1. Name (Surname First)
2. (a) Date of Birth.....
(b) Date of Mandatory Retirement.....
3. (a) Marital Status.....
(b) No and Ages of Children.....
(c) Telephone No.....
(d) E-mail Address.....
4. College.....
5. Department.....
6. Date & Post on First Appointment.....
7. Date & Post of Last Promotion.....
8. Date & Post of Current Appointment (if different from (6) above.....
9. Has Appointment been confirmed?..... Date of Confirmation (if yes).....
10. Present Grade Level and Salary.....
11. Course(s) or Conference(s) workshop(s) attended during the period of Report:
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

NOTE: APER Form must be completed and submitted to the Registry annually.

12. Qualifications

(a) Academic

Degree/Diploma Certificate	Class (if any)	Institution	Date of Award

(b) Professional

Qualification	Awarding Body/Society	Date of Award

(c) Membership of Professional Association/Learned Societies:

.....

.....

.....

.....

* Asterisk Additional Qualification during the period under review.

13 (a) University Experience:

(i) Positions held and duties performed during the period under review

.....

.....

.....

.....

.....

.....

(ii) Present Job

Job Description

(a) State below in order of importance the main official duties performed during the period under review

.....

.....

.....

.....

.....

.....

*(b) Practicals involved in during the period under review

.....

.....

.....

.....

14. Recognized Publications (if any)

.....

.....

.....

.....

15 a. Other activities within the University system (e.g. position in Hall Administration, University Sports, University Committees e.t.c)

.....

.....

.....

.....

b. Community Service

.....

.....

.....

16. Challenges encountered by the officer in the course of discharging his/her duties

.....

.....

.....

* For Academic Technologists only.

PART B
(To be completed by the Head of Department)

17. Do you and the person reported upon agree on the job description and the order of importance (if not, please discuss the changes with him and record any unresolved difference here) YES/NO

.....

.....

.....

.....

18. Assessment by the Head of Department

* The assessor is to describe and grade on a scale of 5 to 1 in descending order in the following areas:

		5	4	3	2	1
a.	Punctuality	a				
b.	Initiative and Foresight	b				
c.	Oral/Written Expression	c				
d.	Interpersonal & Public Relations	d				
e.	Responsibility/Reliability	e				
f.	Professional/Technical Competence	f				
g.	Organizational Ability	g				
h.	Workload and Quality of Work	h				
i.	Special Responsibilities	i				

General Remarks:

.....

.....

.....

.....
Name & Signature of Head of Department

.....
Date

19. Training Needs

(In completing this section you should take account of any view expressed by the person reported on)

- (a) If, as a result of the assessments made earlier in the Report, you consider that the performance potential could be improved by training, please specify the needs.

.....

.....

.....

.....

- (b) If they cannot be met by training on the job, please suggest, if possible in which way they might be met.

.....

.....

.....

* Ratings: 0–20: 1 point, 20–40: 2 points, 41–60: 3 points, 61–80: 4 points, 81–100: 5 points.

20. Comments by the Member of Staff:

I certify that I have seen the contents of this report and that my Head of Department has discussed them with me. I have the following comments to add:

.....

.....

.....

.....

Name & Signature of the Officer being assessed

.....

Date

21. Recommendation by the Head of Department

I recommend:

- (i) Promotion to the post of.....
- (ii) Salary increment by.....Steps within the present scale.
- (iii) No salary increment (Give detailed reasons)

.....

.....

.....

.....

Name & Signature of the Officer being assessed

.....

Date

PART C

22. Detailed scoring (only in respect of members of staff being recommended for promotion).
Scoring to be done by appropriate Department Assessment Panel.

		Scores
(i) Basic Academic Qualifications	10	
(ii) Professional Qualifications (where applicable)	05	
(iii) Years of Cognate Experience	15	
(iv) Head of Department's Assessment	45	
(v) Other Contributions (to University or Country)	10	
*(vi) Managerial Ability	10	
(vii) Commendations	<u>5</u>	<u> </u>
Total	100	

23. Minimum Requirement for Promotion

CONTISS 07: 40
CONTISS 08: 45
CONTISS 09: 50
CONTISS 10: 52
CONTISS 11: 55
CONTISS 12: 57
CONTISS 13: 60
CONTISS 14: 65
CONTISS 15: 70

- * Scoring should be based on HOD's assessment of organizational ability.

.....
Name & Signature of Chairman of Departmental Assessment Panel

.....
Date

NOTE: All APER Forms completed within the three years of review will be used in considering promotion.

The outcome of the appraisal notwithstanding, any member of the non-teaching staff who did not obtain a minimum of 70% score in both punctuality and regularity during the year under review is not eligible for promotion or annual salary increment.



FILE NO:.....

**FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA
ANNUAL PERFORMANCE EVALUATION REPORT
JUNIOR STAFF (CONTISS 01 – 05)**

PERIOD OF REPORT: From 1st October, to 30th September.....
(To be completed by member of staff)

PART A

1. Name (Surname First)
2. (a) Date of Birth.....
(b) Date of Mandatory Retirement.....
3. (a) Marital Status.....
(b) No and Ages of Children.....
(c) Telephone No.....
(d) E-mail Address.....
4. College.....
5. Department.....
6. Date & Post on First Appointment.....
7. Date & Post of Last Promotion.....
8. Date & Post of Current Appointment (if different from (6) above.....
9. Has Appointment been confirmed?..... Date of Confirmation (if yes).....
10. Present Grade Level and Salary.....
11. Qualification with dates: State subjects and grade of passes where appropriate:

Name of Institution	Duration		Qualification Obtained
	From	To	

NOTE: APER Form must be completed and submitted to the Registry annually.

PART B

Nature of Assignment During the Period:
(To be completed by all employees)

12. State your main duties during the period covered by this Report:

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

13. What major difficulties did you encounter in the performance of your duties? Offer suggestions for their solution:

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

14. Any other useful information peculiar to your duty during the period covered by this Report

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

.....

Signature

.....

Date

Particulars to be supplied by the Supervisor

15. Number of days of sick leave during period:

(a) With medical certificates:.....

(b) Without medical certificates:.....

Frequency of attendance at Health Centre for treatment:

Few	Many	Too many
1 – 10 Units	11 – 12 Units	21 and more Units

16. Any sanctions incurred by the Employee during the period. If so state nature of such sanctions and disciplinary action taken

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature

.....

Date

PART C

17. Evaluation of Performance
The Assessor is to describe and grade on a scale of 5 to 1 in descending order in the following areas:

- a. Punctuality and Devotion to work
- b. Initiative
- c. Interpersonal & Public Relations
- d. Responsibility/Reliability
- e. Organizational Ability
- f. Output and Quality of Work

a					
b					
c					
d					
e					
f					

Tick as appropriate

18. General Remarks:

.....

.....

.....

.....

.....

.....

.....

Name & Signature of Head of Department

.....

Date

19. Training Needs

(In completing this section you should take account of any view expressed by the person reported on)

- (a) If, as a result of the assessments made earlier in the Report, you consider that the performance potential could be improved by training, please specify the needs.

.....

.....

.....

.....

- (b) If they cannot be met by training on the job, please suggest, if possible in which way they might be met.

.....

.....

.....

.....

20. Comments by the Member of Staff:

I certify that I have seen the contents of this report and that my Head of Department has discussed them with me. I have the following comments to add:

.....

.....

.....

.....

.....

Signature of Member

.....

Date

21. Recommendation by the Head of Department

I recommend:

- (i) Promotion to the grade of.....
- (ii) Salary increment
- (iii) No salary increment (Give detailed reasons)

.....

.....

.....

.....

Name & Signature of the Officer being assessed

.....

Date

22. Detailed scoring (only in respect of members of staff being recommended for promotion).
Scoring to be done by appropriate Department Assessment Panel.

		Scores
(i)	Qualifications	10
(ii)	Conduct	10
(iii)	Initiative	15
(iv)	Punctuality and Regularity at work	10
(v)	Self-improvement effort	05
(vi)	Human Relations	05
*(vii)	Degree of Reliability	10
(viii)	Commendation	05
(ix)	HOD's Assessment	<u>30</u>
	Total	100

Note: Minimum Requirement for Promotion

CONTISS 01: 45%

CONTISS 02: 50%

CONTISS 03: 55%

CONTISS 04: 60%

CONTISS 05: 65%

* Scoring should be based on HOD's assessment of organizational ability.

23. Recommendation of the Appropriate Department Appointments and Promotions Committee

(a) We endorse the comments and recommendations of the Head of department

.....

.....

.....

(b) We do not agree with the comments and recommendations of the Head of Department for the following reasons:

.....

.....

.....

.....
Signature of Chairman of Departmental Assessment Panel

.....
Date

NOTE: All APER Forms completed within the three years of review will be used in considering promotion.

The outcome of the appraisal notwithstanding, any member of the non-teaching staff who did not obtain a minimum of 70% score in both punctuality and regularity during the year under review is not eligible for promotion or annual salary increment.

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA

Sample format for forwarding list of staff that are due for 2025 Promotion (Non-Teaching Staff Only)

APPENDIX I

SN	Full Name (Surname first)	File No.	Department / Unit	Present Post	Present CONTISS & Step	Date of Last Promotion	Post on Promotion/C ONTISS

Note:

- Senior staff list should be forwarded to Deputy Registrar II, SNTE (snate@funaab.edu.ng) while
- Junior staff list should be forwarded to Deputy Registrar II, JSE (jsestab@funaab.edu.ng)
- To be forwarded in hard copy only

TEMPLATE FOR YEAR 2025 RECOMMENDATIONS FOR ANNUAL SALARY INCREMENT FOR NON-TEACHING STAFF

COLLEGE/DEPARTMENT/UNIT: _____

No. of Senior Non-Teaching: _____ No. of Junior Staff: _____

APPENDIX II

SN	Title	Full Name (Surname first)	File No.	Department / Unit	Present Post	Present Salary Level & Step e.g. CONTISS / CONMESS / CONHESS 07 Step 02	Date of Last Promotion / Date of Assumption of Duty	Recommend ed Salary Level & Step e.g. CONTISS / CONMESS / CONHESS 07 Step 02	Remark (s)
A.	Senior Non-Teaching Staff								
B.	Junior Staff								

Note:

- College Officers/HODs/HOU are expected to list all the staff in their Department/Unit and indicate in the remark column those that are being presented for promotion and others on study leave, leave of absence, sabbatical leave, etc.
- College Officers/HODs/HOU should ensure the correctness of the recommended level/step for annual salary increment of their staff.
- To be prepared in an Excel Format (Times New Roman Font)
- To be forwarded along both hard and soft copies

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA
2025 NON-TEACHING STAFF PROMOTION EXERCISE

COLLEGE:

DEPARTMENT:

Full Name (Surname first) and File No.	Date of First Appointment and Post	Present Post and Data of Attainment	Qualifications with dates	Required Qualifications for the Post Recommended	Post to which Recommended	Present Salary Grade Level & Step	Salary Grade on Promotion	Remark

RECOMMENDATION