

**UNIVERSITY OF ILORIN**

P.M.B. 1515, Ilorin, Nigeria

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# **CONDITIONS OF SERVICE**

For **Senior Staff**

30TH JUNE, 2023

# Core Values of the University

- a. **Excellence** – creativity, innovation, advancement, professionalism, partnership, effectiveness, efficiency and merit
- b. **Service to Community** – sensitivity, commitment to teamwork, dedication, timeliness, enterprise and sustainable development
- c. **Probity** – accountability, honesty, integrity, academic freedom and transparency
- d. **Respect** – humility, politeness, justice and equity

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# CHAPTER 1

## PREAMBLE

### 1.1.0 GENERAL NOTES:

- 1.1.1 In exercise of the powers conferred by Section 5 of the University of Ilorin Act CAP U7 Laws of the Federation of Nigeria 2010, and by virtue of all other powers enabling it on that behalf, the Conditions of Service of Staff are issued by the Governing Council, after due consultation with Senate with effect from 30<sup>th</sup> June 2023.
- 1.1.2 These conditions shall apply to all senior staff of the University.
- 1.1.3 A member of staff shall hold office on such terms and conditions of service as may be set out in any contract in writing between him and the University, such contract being signed on behalf of the University by the Registrar or by such other persons as may be authorised for that purpose by the Registrar, and any such contract shall contain or be deemed to contain a provision that the terms and conditions therein specified are subject to the provisions of the Act, the Statutes, and the regulations of the University.
- 1.1.4 The conditions are subject to amendments from time to time by the Council after due consultation with the Senate and other appropriate authorities of the university.

### 1.2.0 DEFINITIONS:

- 1.2.1 "Act" means the University of Ilorin Act, CAP U7 Laws of the Federation of Nigeria 2010, as may be amended from time to time.
- 1.2.2 "College" means an academic arm of the University consisting of Faculties.
- 1.2.3 "Committee" means a University Committee.

- 1.2.4 "Council" means the Governing Council of the University established by Section 2(1) (b) of the Act.
- 1.2.5 "Department" means any teaching or research unit, or other units established by the Council on the recommendation of the Senate, where applicable, to be a Department in the University.
- 1.2.6 "Institute" means such a learning centre as may be constituted and established by the University.
- 1.2.7 "Centre" means a place established specifically for the promotion of a particular knowledge or skill.
- 1.2.8 "School" means any learning centre as may be established by the University.
- 1.2.9 "Faculty" means a group of related Departments as constituted and established by the University.
- 1.2.10 "Public Service" means the government and government departments.
- 1.2.11 "A&PC" means Appointments and Promotions Committee.
- 1.2.12 He/His/Him as used in this Conditions of Service is meant to refer to both male and female staff of the University.
- 1.2.13 "Research leave" means a leave taken by an academic staff to carry out research relevant to his field of specialization.
- 1.2.14 "Inefficiency" means incompetence or ineptitude, an action which shows that the staff member is not properly discharging the duties of his office.
- 1.2.15 "Employee" means any member of the Senior Staff appointed under the law of the University.
- 1.2.16 "Contract Employee" means an employee who is not on a pensionable appointment.
- 1.2.17 "CONUASS" means Consolidated University Academic Salary Structure.
- 1.2.18 "CONTISS" means Consolidated Tertiary Institutions Salary Structure.
- 1.2.19 Professorial means Professorship and Readership.
- 1.2.20 Promotion means the elevation of an internal member of staff.
- 1.2.21 Appointment means a job offer based on a response to an advertisement and interview.
- 1.2.22 Confirmation of appointment means the placement of a public officer on permanent and pensionable terms of service upon completion of the probation period.

### **1.3.0 LINE OF COMMUNICATION:**

- 1.3.1 All official communications from a member of staff to the Vice-Chancellor or Registrar shall be routed through the staff member's Head of Department/Unit and Director/Dean/Provost as appropriate.
- 1.3.2 All official communications made in the name of the University that may affect or in any way interfere with the University policy or have financial implication(s) shall be cleared with the Vice-Chancellor. The Registrar shall communicate to the external parties as appropriate except otherwise stated.
- 1.3.3 Any communications from a member of staff to the Council shall be through the Secretary to Council.

## CHAPTER 2

### APPOINTMENTS

#### 2.1.0 INTRODUCTION:

##### 2.1.1 (Eligibility for Appointment)

- (a) Appointments to any established Academic, Administrative and Technical post shall normally be through advertisements and interviews.
- (b) To be eligible for appointment, an applicant for an Administrative/Professional/Technical post shall be required to possess the requisite qualifications and experience stated in the career structure as may be determined by the University from time to time.

2.1.2 The advertisements shall give details of such posts to be filled from time to time. Only shortlisted applicants shall then be formally interviewed. An appointment is finally made after approval by the A&PC and the Council.

2.1.3 All appointments and promotions shall be subject to vacancy.

2.1.4 An applicant seeking for appointment must not be less than 18 years old and not more than 55 years old, except otherwise stated.

2.1.5 An appointment shall not be valid until it has been accepted in writing within 30 (thirty) days. The appointee shall assume duty within three (3) months of acceptance of the offer of appointment otherwise the appointment will be deemed to have lapsed. The appointment commences from the date of assumption of duty.

2.1.6 Every appointee on assumption of duty shall report to the Registrar and present valid and acceptable proof of age, marital status, medical report, academic/professional qualifications and NYSC Discharge/Exemption Certificate or any other documents as applicable.

2.1.7 Appointments to other posts such as those of Heads of Departments, Directors of Institutes, Centres and Allied

Establishments as well as Provost(s) and Deans shall follow the procedures set out for those purposes.

- 2.1.8 All relevant sections/conditions relating to the assessment for promotion of Academic, Senior Administrative, Professional and Technical staff shall be applicable for appointment purposes.
- 2.1.9 A retired person from the Public Service shall not be eligible for a tenure appointment in the University.

## **2.2.0 PROCEDURE FOR APPOINTMENTS:**

- 2.2.1 The A&PC shall have responsibility for matters about the appointments of all categories of senior staff in the University; and make recommendations to the Council in the cases of appointment of officers in the categories of Reader, Deputy University Librarian and above and their equivalents in the Administrative, Professional and Technical Cadres.
- 2.2.2 There shall be constituted, in respect of each appointment, a University Interview Panel which shall interview and assess candidates for appointment and make recommendations to the A&PC.
- 2.2.3 The Dean of the Faculty, in consultation with the Head of the Department concerned, shall recommend the names of members of an Interview Panel, through the Provost of the College where applicable to the Registrar for the approval of the Vice-Chancellor.
- 2.2.4 The Vice-Chancellor shall have the power to make temporary appointments to senior staff positions for a period not exceeding one (1) year in each case, during which time the process must have been concluded for regularization or otherwise terminated.
- 2.2.5 The University Interview Panel shall consist of:
  - (i) The Vice-Chancellor or his representative – Chairman
  - (ii) The Deputy Vice-Chancellors
  - (iii) The Registrar
  - (iv) The Provost of the College, where applicable
  - (v) The Dean of the Faculty concerned.
  - (vi) The Head of the Department concerned, except if he is a candidate himself or the assessment is for a professorial appointment and the Acting Head is not a Professor.

- (vii) At least two (2) external experts in the relevant discipline where the interview involves appointment to the rank of Professor or Reader or Deputy University Librarian or their equivalents in the Administrative, Professional or Technical Cadres.
  - (viii) Two (2) persons, at least one of whom must be from outside the faculty, recommended by the Dean in consultation with the Head of Department, to the Provost (where applicable) and approved by the Vice-Chancellor. Such persons must have knowledge of the subject or field in respect of which candidates are being assessed or interviewed and must not be of a lower status than that of the post for which the interview is being conducted.
  - (ix) The Deputy Registrar, Directorate of Human Resources (Academic/non-academic) as Secretary, as the case may be.
- 2.2.6 All vacant established posts shall normally be advertised using print and electronic media and shall include the requirement for applicants to request their referees to send confidential reports in respect of themselves to the Registrar on or before the closing date as contained in the advertisement.
- 2.2.7 After the closing date, the Registrar shall ask the Head of Non-Teaching Unit, Dean of the Faculty /Provost of the College (where applicable) to prepare a shortlist of candidates for each vacant post from the qualified candidates in terms of the requirements of the advertisements. The Dean shall consult with the Head of Department, while the Provost (where applicable) shall consult with the Dean(s).
- 2.2.8 Interviews may be arranged, where necessary, for overseas candidates using appropriate electronic means.
- 2.2.9 The recommendations of interview panels and those of overseas candidates shall be brought before the A&PC for consideration and final decision.
- 2.2.10 As soon as possible thereafter, and not later than four (4) weeks after the meeting of the A&PC, letters of appointment shall be issued in accordance with the decision of the Committee.



### **2.3.0 MEDICAL EXAMINATION AND CLEARANCE OF CERTIFICATES ON APPOINTMENT:**

- 2.3.1 Any newly appointed staff member (temporary or permanent) shall be required to present himself for medical examination at the University Health Centre to ascertain the physical and mental fitness of the appointee.
- 2.3.2 An appointee shall not assume duty until he/she presents a medical certificate of fitness and clearance of his/her academic/professional qualifications.

### **2.4.0 PROFESSORIAL APPOINTMENTS:**

- 2.4.1 Advertisements for appointment into Professorship/Readership position shall be placed only when no internal member of staff is found to be qualified.
- 2.4.2 Interview for Professorial appointments shall take place only after a shortlisting of the applicants has been undertaken by the Dean of the Faculty/Provost of the College where applicable in consultation with the Faculty/College Promotion Panel.
- 2.4.3 The interview panel shall submit detailed reports on each of the candidates to the A&PC.
- 2.4.4 Only candidates who are *prima facie* qualified shall have their publications sent by the Vice-Chancellor to three (3) External Assessors after the A&PC must have considered the relevant interview reports.
- 2.4.5 If there are no external members on a Professorial Interview Panel, the interview shall be rescheduled soon thereafter.
- 2.4.6 The reports of the external assessors on each candidate's publications shall be presented to the A&PC for a final decision on the appointability of the candidate. A candidate shall be deemed appointable if at least two (2) out of a total of the three (3) reports of the external assessors are positive.
- 2.4.7 Where there is incongruence between the body and conclusion of the External Assessors' Reports, the Vice-Chancellor shall bring both the adverse and complimentary comments to A&PC and the A&PC will not be bound by the concluding remark/recommendation.

2.4.8 All Professorial appointments shall be approved by the Council for approval before the issuance of letters of appointment.

**2.5.0 MINIMUM REQUIREMENTS FOR INTERNAL AND EXTERNAL CANDIDATES FOR PRIMA FACIE CASE FOR APPOINTMENT TO PROFESSORIAL POSITIONS:**

2.5.1 The following criteria shall be used with regard to scoring to establish a prima facie case for candidates seeking appointment to Professorial positions:

- (a) (i) Internal Assessment (as per promotion guidelines)
- (ii) Interview Performance
- (iii) Publications (as contained in regulation 9.9.2)
- (b) Candidates must also obtain the minimum score of 70% for Professor/University Librarian and 65% for Reader/Deputy University Librarian in each of the components in (a) i & ii and 28 and 24 points respectively in (iii) above in order to be considered prima facie qualified for the posts of Professor/University Librarian and Reader/Deputy Librarian.
- (c) In outstanding/exceptional cases, a Senior Lecturer seeking appointment to the position of Professor must have served for a minimum of 5 (five) years as a Senior Lecturer. For internal members of staff, an applicant who had applied for a Readership position in the preceding three (3) years is not eligible. All other conditions relevant to this as stated in Regulation 9.9.2 shall be applicable in this case.

**2.6.0 STATUS OF ACCEPTED PAPERS FOR PUBLICATIONS:**

2.6.1 Papers listed as accepted for publication, but which have not appeared in print for two (2) years and above, shall not be countenanced for appointment and promotion purposes. (All conditions stated in regulations 9.8.3 and 9.8.4 shall be applicable in this case.)

**2.7.0 PROCEDURE FOR THE APPOINTMENT OF EXTERNAL ASSESSORS IN RESPECT OF PROFESSORIAL POSTS:**

2.7.1 The Dean in consultation with the Head of Department or Provost in consultation with the Dean and Head of Department

concerned shall nominate assessors for the posts of Reader and Professor. In a case where the Ag. Dean/Ag. HOD is a candidate himself, the most senior Professor in the Faculty/Department shall be required to forward the names of the three external assessors. Where there is no Professor in the Faculty, the Vice-Chancellor shall appoint external assessors after consultation with expert(s) in related fields.

- 2.7.2 The Dean of Faculty/Provost of the College/expert(s) (where applicable) shall make brief statements on the academic standing of the scholars recommended for appointment as assessors.
- 2.7.3 In respect of each candidate, a list of six (6) assessors shall be recommended directly to the Vice-Chancellor by the Provost/Dean, three (3) of whom shall be appointed by the Vice-Chancellor. The Vice-Chancellor may, where necessary, choose not more than one of the 3 (three) assessors from outside the list of six (6) assessors nominated by the Provost/Dean.
- 2.7.4 The recommendations shall be made in confidence directly to the Vice-Chancellor.

## **2.8.0 PROCEDURE FOR OBTAINING EXTERNAL ASSESSMENT OF PUBLICATIONS:**

- 2.8.1 The Registrar shall require a candidate to submit three (3) sets of his publications for external assessment within three (3) weeks of being found prima facie qualified by the A&PC.
- 2.8.2 The Dean/Provost shall submit the list of external assessors as in paragraphs 2.7.3 and 2.7.4 above to the Vice-Chancellor within three (3) weeks as in 2.8.1 above.
- 2.8.3 The Vice-Chancellor shall, on receiving the list of external assessors, obtain their consent. Thereafter, he shall forward the publications of the qualified candidates to the assessors normally within two (2) months of the date of the A&PC's decision. The assessors shall normally send their reports in strict confidence to the Vice-Chancellor within sixty (60) days.
- 2.8.4 The process of assessment shall normally be concluded within two (2) years, after which the process shall be aborted.

## **2.9.0 CRITERIA FOR APPOINTMENT OF EXTERNAL ASSESSORS:**

- 2.9.1 A person to be appointed as External Assessor must have attained eminence in the academic field/discipline concerned.
- 2.9.2 He must be involved in full-time teaching and/or research at a reputable University.
- 2.9.3 Scholars who had been staff of the University of Ilorin within the preceding five (5) years shall not normally qualify for appointment as External Assessors.
- 2.9.4 Scholars who have had research collaboration resulting in joint publication(s) with the candidate concerned shall not be qualified for appointment as his External Assessors.

## **2.10.0 TENURE OF APPOINTMENT OF STAFF:**

### **2.10.1**

- (a) Every appointment, except if already confirmed, shall be made on probation for two (2) years in the first instance. After a review of performance, the appointment may be terminated or extended for specific periods or confirmed to the age of retirement by the Council (as applicable) following the recommendation of the A&PC.
- (b) Where a member of staff holding a temporary appointment is converted to a permanent position within the University, the period during which he was on temporary appointment shall count in full as part of his service.

## **2.11.0 CONTRACT APPOINTMENT:**

- 2.11.1 A contract appointment is a temporary appointment (which does not provide for the payment of a pension) to a post of the level to which an appointment is made by the University for a specific period.

### **2.11.2**

- (a) A person to be appointed on contract must have retired from pensionable service or be an expatriate or any other person whose services are needed by the University.
  - (b) Retired officers may only be re-engaged into posts on salary grade level immediately below that on which they retired.
- 2.11.3 Normally, contract appointments shall be for two (2) years in the first instance. Staff whose contract appointments have lapsed and wish to continue their service in the University shall submit an application for renewal of appointment which shall be considered on individual merit every year. The process of renewal of contract appointment shall commence 3 (three) months before the end of the subsisting contract.
- 2.11.4 A member of staff who retires from the University service at the compulsory age of 65 or 70 years, as the case may be, may be eligible for contract appointment up to the age of 70 or 75 as the case may be by the prevailing Federal Government regulations.
- 2.11.5 The terms of disengagement of Contract staff are as contained in section 2.28.4.

## **2.12.0 PART-TIME APPOINTMENTS (ACADEMIC):**

- 2.12.1 Proposals for part-time appointment shall be made by the Head of Department, through the Dean and Provost (where applicable), to the A&PC.
- 2.12.2 Such proposals shall normally be accompanied by the candidate's Curriculum Vitae.
- 2.12.3 Part-time lecturers/demonstrators shall be limited to a minimum of two (2) hours per week or a maximum of six (6) hours per week.
- 2.12.4 Rates of payment shall be as approved by the University from time to time.
- 2.12.5 Any member of staff, whether academic or non-academic, who serves the University in any part-time capacity, shall normally be remunerated.

2.12.6 In exceptional circumstances, the Vice-Chancellor may approve such appointment on behalf of the A&PC.

### **2.13.0 ADJUNCT APPOINTMENTS:**

2.13.1 Candidates who are certified by the appropriate Department through the Dean/Provost (where applicable) as possessing special expertise or professional competence that the Department needs may be appointed Adjunct Lecturers from outside the University.

2.13.2 To be eligible for an adjunct appointment, the candidate must already have attained the status of at least a Senior Lecturer in a recognised University or must have been appointed to such a status by this University, following normal procedures except in appointments under the linkage agreement with other Universities.

2.13.3 The rate of remuneration shall be as determined by the University from time to time and shall be payable once at the end of each session.

2.13.4 Travelling claims at the prevailing rate shall be met by the University in appropriate cases.

### **2.14.0 VISITING APPOINTMENTS:**

2.14.1 To be eligible for a visiting appointment, the candidate must already have attained the status of at least a Senior Lecturer in a recognised University or must have been appointed to such a status by this University, following normal procedures except in appointments under the linkage agreement with other Universities.

2.14.2 Visiting appointments shall be approved for one (1) year in the first instance by the Vice-Chancellor on the recommendations made by Heads of Departments through the Deans/Provosts and subject to ratification by the A&PC.

2.14.3 Extension of such appointments which shall not exceed one (1) year shall only be on the approval of the A&PC.

2.14.4 In exceptional circumstances, the Vice-Chancellor may approve the extension of such appointment subject to ratification by the A&PC.

### **2.15.0 APPOINTMENT OF ASSOCIATE LECTURERS:**

- 2.15.1 Candidates who are certified by the appropriate Department through the Dean/Provost as possessing special expertise or professional competence that the Department needs may be appointed Associate Lecturers.
- 2.15.2 Associate Lecturers may be appointed to any of the teaching Departments of the University. The rate of remuneration shall be as determined by the University from time to time and shall be payable in two (2) equal instalments, one at the end of each semester.
- 2.15.3 Associate Lecturers in Clinical Departments of the College of Health Sciences shall normally be required to deliver a minimum of thirty hours of lecture in one calendar year plus at least one clinic per week during the year.
- 2.15.4 The appointment of Associate Lecturers shall normally be made by the A&PC and renewed annually by the same Committee.
- 2.15.5 In exceptional circumstances, the Vice-Chancellor may approve such appointments on behalf of the A&PC.

### **2.16.0 APPOINTMENTS INTO THE HEADSHIP OF DEPARTMENTS:**

- 2.16.1 To be eligible for appointment as Head of an academic Department, the candidate shall be a Professor. A Visiting Professor may be required to serve in this capacity. The appointment shall be made by the Vice-Chancellor on the recommendation of the Dean of the Faculty through the Provost of the College (where applicable).
- 2.16.2 Where there are more Professors than one, normally the most senior, unless he expressed in writing giving reason for his inability to serve, shall be appointed Head in the first instance, thereafter, appointment shall normally be by rotation and in order of seniority. Seniority shall be determined by the date of appointment as Professor in the University of Ilorin.

- 2.16.3 Where a Visiting Professor is the Head of a Department, the Headship shall be limited to the tenure of the visiting appointment.
- 2.16.4 Where a Professor who is also a Head of Department or any 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/Ag. Head of that Department.
- 2.16.5 Where there are no other Professors in a Department, any new Professorial appointment in the Department shall normally imply concurrent appointment to the Headship of that Department for three (3) years with effect from the date of actual assumption of the responsibility of the office. On the directive of the Vice-Chancellor, the Registrar shall formally write to the new appointee inviting him to head the Department with effect from the date of actual assumption of responsibility of the office unless he has declined in writing to serve in that capacity.
- 2.16.6 Where there is no Professor or when the Professor(s) in a Department decline(s) to serve, a Reader shall be appointed as Acting Head of the Department for one (1) year in the first instance renewable for another one (1) year. He shall not serve again until two (2) years have lapsed.
- 2.16.7 Where there is no Reader or when the Reader(s) in a Department decline(s) to serve, a Senior Lecturer shall be appointed as Acting Head of the Department for one (1) year in the first instance renewable for another one (1) year. He shall not serve again until two (2) years have lapsed.
- 2.16.8 Where the most senior member of staff of a Department is below the rank of a Senior Lecturer, he shall be appointed as Coordinator of the Department for one (1) year in the first instance renewable for another one (1) year. He shall not serve again until two (2) years have lapsed.
- 2.16.9 The responsibilities of the Head of Department:
- (i) The Head of Department shall be responsible, through the Dean and Provost (where applicable), to the Vice-Chancellor for the smooth running of his Department in particular.



- (ii) He shall be the Chief Examiner in the Department.
- (iii) He shall make arrangements for the teaching and examining of all courses as well as for research programmes in his Department.
- (iv) He shall make budgetary and other proposals for the needs of his Department to the Dean, and operate the budget approved to his Department.
- (v) He shall process papers from his Department, through the Dean and Provost (where applicable) for the A&PC.
- (vi) He shall represent his Department at interviews for the appointment of staff of his Department and also accompany the Dean to meetings as may be required.
- (vii) He shall submit an annual report on the activities of the Department to the Academic Planning Unit not later than 31st July of each year.

2.16.10 An Acting Head of Department who becomes a substantive Head of Department during his tenure as Acting Head shall normally have the period of his Acting Headship counted as part of his statutory term.

### **2.17.0 APPOINTMENTS TO THE DIRECTORSHIP OF INSTITUTES/ACADEMIC UNITS:**

- 2.17.1 Appointment as Director of an Institute/Academic Unit shall be made by the Vice-Chancellor only from among the Professors in the University for a single term of three (3) years only.
- 2.17.2 Appointment as Deputy Director of an Institute/Academic Unit shall be made by the Vice-Chancellor from among academic staff not below the rank of a Senior Lecturer for a single term of two (2) years only.

### **2.18.0 APPOINTMENTS TO THE DIRECTORSHIP OF NON-ACADEMIC UNITS:**

- 2.18.1 The directorship of non-academic units shall be for a period of four (4) years in the first instance and may be renewed for another four (4) years only.

## **2.19.0 APPOINTMENT OF HEADTEACHER**

2.19.1 The position of the Head Teacher in the University School shall be for a single term of five (5) years. If the staff member so appointed has not attained the mandatory retirement age upon completion of his term, he may be redeployed as Assistant Head Teacher in the School.

## **2.20.0 THE DEAN OF FACULTY AND THE PROVOST OF COLLEGE:**

2.20.1 There shall be the Provost/Dean of the Faculty who shall be the Head of the College/Faculty.

2.20.2 The Provost /Dean shall be a Professor elected by the College Academic Assembly/ Faculty Board and formally appointed by the Vice-Chancellor.

2.20.3 The general guidelines for the election of Provost /Deans are as set out below:

- (a) The College Secretary /Faculty Officer shall arrange for and conduct the election on behalf of the Registrar.
- (b) A notice of election shall be sent out to each elector at least three weeks before the election and shall also be pasted on the College /Faculty Notice Board and shall:
  - (i) specify the office to be filled;
  - (ii) call for nominations on a Nomination Form which shall require the names and signatures of two (2) electors - one as the proposer and the other as the seconder and the name and signature of the nominee signifying his consent;
  - (iii) state the closing time and date for the receipt of nominations which shall not be less than 14 days from the date of the Notice of Election; and
  - (iv) indicate the date of the election which shall normally be the date of the last Ordinary Meeting of the Faculty/College Academic Board in the academic year.
- (i) The names of candidates for election as well as their proposers and seconders shall be published within 24 hours after the close of nominations by the Faculty Officer/College Secretary.

- (ii) Where there is only one valid nomination received after the closing date of nominations, the Faculty Officer/College Secretary shall publish the name of the candidate so nominated and who will be formally returned at the Faculty/College Academic Board meeting by the Returning Officer.
- (iii) Where there are two or more candidates, the election shall be conducted as follows:
  - (i) A ballot box shall be provided and placed at the venue of the meeting of the Faculty Academic Board/College Academic Assembly.
  - (ii) A ballot paper containing the full names of the candidates arranged in alphabetical order or surnames shall be issued to each elector at the venue of the meeting of the Board.
  - (iii) The elector shall mark a cross against the candidate of his choice and shall in secret deposit his ballot paper in the ballot box provided. He shall also sign the attendance register.
- (iv) The Deputy Registrar (Academic Support Services) or his representative shall be the Returning Officer.
- (v) The candidate with the highest number of votes shall be deemed to be duly elected but in the case of a tie, a fresh election of the tying candidates shall be conducted immediately at the same meeting of the Faculty Academic Board/College Academic Assembly to determine the candidate with a majority vote.
- (vi) The results of the election shall be signed by the Faculty Officer/College Secretary, the Returning Officer and the Dean of the Faculty/Provost of the College. The result shall be forwarded immediately to the Registrar who shall report the results of the election in writing to the Vice-Chancellor for the appointment of the successful candidate as the Dean of the Faculty/Provost of the College.
- (vii) Every member of the Faculty Academic Board/College Academic Assembly shall be an elector.

2.20.4 The Dean shall hold office for a term of two (2) years beginning from the 1st day of August of the year in which he is elected. He shall be eligible for re-election for a term of two (2) years after

which he may not be elected again until 2 (two) years have lapsed.

2.20.5 Any Professor whose appointment/promotion as a Professor is less than two (2) years shall not be eligible for election as Dean.

2.20.6

(a) Where there is no Professor, or when all the Professors or the only Professor in a Faculty decline(s) to serve, or no candidate has been nominated, the Vice-Chancellor shall appoint for any Faculty, pursuant to 2.20.2 above, an Acting Dean from among the other academic members of the Faculty holding the rank of Reader or Senior Lecturer.

(b) The Acting Dean shall hold office for a term of 1 year in the first instance, renewable for another term of one (1) year only.

2.20.7 The Dean of a Faculty may be removed from office for good cause by the Faculty Board after a vote to the effect of not less than two-thirds of the total membership of the Board supporting the removal. Following the removal of a Dean as herein provided, an Acting Dean shall be appointed by the Vice-Chancellor, provided that at the next Faculty Board meeting an election shall be held for a new Dean. The normal term of a Dean so elected shall commence on the 1st of August following the date of his election. In the event of an incumbent Dean voluntarily leaving office, the procedure in 2.20.2 shall apply. The provision of this paragraph is without prejudice to the powers vested in the Vice-Chancellor by the Act or Statute(s) of the University.

2.20.8 There shall be a Provost of a College who shall be the Head of the College.

2.20.9 The Provost shall be a Professor (in the case of the College of Health Sciences, he shall be a medically qualified person) elected by the Academic Staff Assembly of the College and formally approved by the Vice-Chancellor. Any Professor whose tenure as Professor is less than five (5) years shall not be eligible for election as Provost.

2.20.10 The Provost shall hold office for four (4) years with effect from 1st August of the year in which he is elected. He shall

thereafter not be eligible for re-election until after four (4) years.

- 2.20.11 The Provost may be removed from office for good cause after a vote to that effect by not less than two-thirds of the entire Academic Staff Assembly. Following the removal of a Provost as herein provided, one of the Deans in the College shall be appointed the Acting Provost by the Vice-Chancellor, provided that at the next Academic Staff Assembly meeting an election shall be held for a new Provost. The normal term of a Provost so elected shall commence on the 1st of August following the date of his election. In the event of an incumbent Provost voluntarily leaving office, the procedure in 2.20.3 shall apply. This provision is without prejudice to the power vested in the Vice-Chancellor /Council by the Act or Statute(s).

## **2.21.0 THE RESPONSIBILITIES OF THE DEAN:**

### **2.21.1**

- (a) The Dean shall be Chairman at all meetings of the Faculty Board when he is present, and he shall be a member of all Committees and other Boards appointed by the Faculty.
- (b) In the absence of the Dean, the immediate past Dean, if present, shall normally preside, otherwise, the Board shall elect the Chairman from among the most senior members of staff present.
- (c) The Dean of a Faculty, where appropriate, shall exercise general superintendence over the academic and administrative affairs of the Faculty. It shall be the function of the Dean to present to Convocation for the conferment of degrees, persons who have qualified for the degrees of the University at examinations held in the branches of learning for which responsibility is allocated to the Faculty.
- (d) He shall submit an annual report of the Faculty to the Academic Planning Unit not later than 31st July of each year.

### **2.21.2**

- (i) Notwithstanding anything to the contrary in any statute of the University and, without prejudice to the right of the Faculty Board to also exercise its power of removal of a Dean, any member of staff holding an elective or appointive academic

post (other than his primary duties of research and teaching) may be removed from the said elective or appointive academic post, by the Vice-Chancellor, Senate or the Council.

- (ii) Where a person who is holding an academic position is removed pursuant to the provisions of 2.21.2(a) above, it shall be legitimate for the Vice-Chancellor to appoint another person in an acting capacity for the post.
- (iii) Any person removed pursuant to the foregoing provisions shall, immediately, upon the appointment of an acting holder of the position, hand over all the perquisites of the office to the acting holder.

### 2.21.3

- (a) The removal in pursuant to 2.21.2(a) above shall be reported to the Council within 3 (three) months of such removal.
- (b) Where the Council ratifies the action in 2.21.3(a) above, the electing or appointing body shall be required to, not later than 6 (six) months from the date of the removal, elect another person to fill the vacancy in an election at which the removed person shall not be eligible to contest.
- (c) Nothing in this section shall prevent the University or the Council from exercising disciplinary action against the removed officer.
- (d) Where the Council does not approve the removal in accordance with 2.21.3(b) above, the electing or appointing body shall be required to immediately reinstate the removed officer.
- (e) Where the removed officer is reinstated in accordance with 2.21.3(d) above, he shall be eligible to complete the residue of his tenure.

## **2.22.0 THE RESPONSIBILITIES OF THE PROVOST:**

### 2.22.1

- (a) The Provost shall be Chairman of all meetings of the Academic Staff Assembly of the College when he is present and shall be a member of all Committees and other Boards appointed by the College.
- (b) In the absence of the Provost, the immediate past Provost, if present, shall normally preside. Otherwise, the most senior Dean in attendance shall preside.

- (c) The Provost shall exercise general superintendence over the academic and administrative affairs of the College. It shall be the function of the Provost to present to Convocation for the conferment of degrees, candidates who have passed examinations held in the branches of learning for which responsibility is allocated to the College.
- (d) The Provost shall submit an annual report of the College to the Academic Planning Unit no later than July 31st of every year.

### **2.23.0 COMBINATION OF CERTAIN FUNCTIONS:**

- 2.23.1 No person shall hold more than one of the posts of Deputy Vice-Chancellor, Provost of a College, Dean of Faculty, Head of Department, Director of Institute, or any other such post at the same time, except to meet some specific needs with the approval of the Vice-Chancellor.

### **2.24.0 CONFIRMATION OF APPOINTMENT:**

- 2.24.1 Only members of staff who have satisfactorily completed the stipulated two (2) years probationary period may be recommended for confirmation of their appointments.
- 2.24.2 Any member of staff whose appointment is not confirmed within a maximum of three (3) years on the grounds of poor performance shall have the appointment terminated.
- 2.24.3 All appointments, other than those of Principal Officers and Professors, shall be reviewed for confirmation two (2) years from the date of the first appointment, notwithstanding that the officer concerned may have moved either by appointment or transfer from one department or level to another within the probationary period of two (2) years.
- 2.24.4
  - (a) A member of staff whose appointment was confirmed in any other Nigerian University or any arm of the Public Service and who subsequently transfers his service to the University of Ilorin need not go through another confirmation exercise, as his appointment shall be deemed to have already been confirmed to the age of retirement.

- (b) An officer transferring his service shall request the new employer to seek his transfer from his last employer.
- 2.24.5 In the case of non-academic staff, confirmation of appointment shall be approved on the evidence of:
  - (a) competence and continued efficiency; and
  - (b) satisfactory conduct.
- 2.24.6 In the case of academic staff, confirmation of appointment shall be approved on the grounds of:
  - (a) evidence of satisfactory teaching ability and experience;
  - (b) satisfactory evidence of continuing research since appointment ;
  - (c) satisfactory conduct; and
  - (d) in exceptional circumstances, confirmation of the Lectureship grade may be approved on the evidence of exceptional teaching ability, experience and satisfactory conduct.
- 2.24.7 Two (2) copies of publications cited in support of the recommendation for the confirmation of appointment in respect of academic staff shall be deposited in the Registry at least seven (7) days before the date of the meeting at which the recommendation is being considered.
- 2.24.8 Graduate Assistants shall not be confirmed until they have obtained a Master's Degree in their respective fields.

## **2.25.0 THE CONFIRMATION OF APPOINTMENT OF STAFF WHO ARE ON STAFF DEVELOPMENT SCHEME:**

- 2.25.1 The confirmation of appointments of members of staff who are on the Staff Development Scheme shall be considered as and when due.
- 2.25.2 Recommendations for the confirmation of appointments shall be made by Heads of Departments and Units through the Dean of Faculty/Provost of College to the Faculty Review Panel, College Appointments and Promotions Panel and report made to A&PC for approval.
- 2.25.3 All decisions taken at the Faculty Level in respect of confirmation of appointments, whether favourable or not, shall be forwarded with appropriate recommendations to the A&PC for consideration.



### **2.26.0 DEFERMENT OF CONFIRMATION:**

2.26.1 In the event that confirmation of appointment is deferred, the person so affected shall be informed in writing by the Registrar of the reason(s) for that decision. Any confirmation approved subsequently shall take effect from the date determined by the A&PC.

### **2.27.0 TRANSFER OF SERVICE:**

2.27.1 Transfer of service from other Public Universities in Nigeria or approved public service shall be construed as ensuring the continuity of service of the officer concerned in line with the Pension Reform Act 2014 (as amended).

2.27.2 To be eligible for transfer of service to or from the University, an officer must hold a confirmed tenure appointment.

2.27.3 An officer transferring his service shall require the new employer to seek his transfer from his last employer.

### **2.28.0 PROCEDURE FOR TERMINATION OF APPOINTMENT:**

2.28.1 A Professor shall not terminate his appointment until after having given to the Registrar, through his Head of Department, the Dean of his Faculty or Provost of the College (where applicable), six (6) months' notice in writing of his intention to do so or pay six (6) month's salary in lieu. In extenuating circumstances, a waiver may be considered by the Vice-Chancellor.

2.28.2 Any other academic staff shall not terminate his appointment other than on the 30th of September in any year, after having given to the Registrar through the Head of his Department, the Dean of his Faculty, and the Provost of his College, three (3) month's notice in writing of his intention to do so. However, a waiver may be granted by the Vice-Chancellor in special cases.

2.28.3 Temporary appointment may be terminated in writing at any time during the period by giving one (1) month's notice by either the staff or the University.

2.28.4 Contract appointment may be terminated in writing at any time during the period by giving one (1) month's notice by either the staff or the University.

- 2.28.5 Post-Doctoral Research Fellowship appointments shall be tenable for three (3) years and may be terminated in writing at any time during that period by giving three (3) months' notice.
- 2.28.6 Medical Research Fellowship appointments shall be tenable for one (1) year at a time and may be terminated in writing at any time during that period by giving one (1) months' notice.
- 2.28.7 An Administrative or Professional staff member may terminate his appointment at any time by giving one (1) months' notice in writing.
- 2.28.8 Temporary Administrative and Professional staff appointments shall be tenable for one (1) year and may be terminated at any time by giving one (1) months' notice in writing.
- 2.28.9 A Principal Officer other than the Vice-Chancellor may terminate his appointment only after giving six (6) months' notice in writing.
- 2.28.10 A member of staff terminating his appointment may pay in lieu of notice a sum of money equivalent to the salary for the number of month(s) for which notice is required as specified above.

**2.29.0 EFFECTIVE DATE OF APPOINTMENT FOR APPOINTEE RESIDENT OUTSIDE NIGERIA:**

- 2.29.1 The effective date of an appointment shall be the date the appointee assumes duty which shall be within six (6) months of acceptance of the offer.
- 2.29.2 Where an appointee was resident outside Nigeria prior to his appointment, the effective date of his appointment shall be the date of his embarkation at his place of domicile to assume duty in the University, subject to the appointee's production of satisfactory evidence to that effect.
- 2.29.3 The appointee shall receive full salary from the date of setting off from his place of domicile, provided he travels by the most direct route in the minimum time and assumes duty immediately on arrival.

**2.30.0 SALARY INCREMENT DATE:**

- 2.30.1 The increment is a predetermined amount added to the annual emolument of an officer every calendar year.
- 2.30.2 The salary increment date shall be 1st October of each year for all members of staff. A new appointee shall be eligible for a salary increment on 1st October of the year of assumption of duty provided he assumed duty on or before 1st April of that year.
- 2.30.3 An officer on an incremental Grade Level shall normally be granted an increment unless he/she is on interdiction/suspension or has a disciplinary action pending against him/her or on account of poor performance.

# CHAPTER 3

## PASSAGES

### **3.1.0 APPOINTMENT, RESIGNATION, RETIREMENT OR LEAVE:**

#### **3.1.1 Overseas Passages:**

On the first appointment, a member of staff shall be entitled to economy class air passage for self, wife/husband and a maximum of four (4) children up to the age of 18 years. A member of staff is entitled to baggage allowance from the actual point of embarkation to Nigeria.

3.1.2 Payment in respect of these passages shall be made only on the production of relevant and satisfactory documents relating to:

- (a) the journey to the University from the place of domicile, or
- (b) departure from Nigeria to the home country on retirement or resignation or termination in accordance with his/her contract.

3.1.3 A member of staff on study leave for less than one (1) year shall be entitled to only half the rate of the baggage allowance stipulated above.

3.1.4 A member of staff on approved study leave with pay lasting one (1) year or more shall be entitled to the full rate of his baggage allowance.

3.1.5 Where a member of staff resigns while on leave outside Nigeria, he shall not be entitled to return to Nigeria at the expense of the University.

#### **3.1.6 Local Passages:**

Where a member of staff and his family travel by air, he shall be entitled to economy class air passage for himself, his husband/wife and a maximum of 4 (four) children up to the age of 18 years.

3.1.7 Passage for self and family (i.e. Husband/Wife and up to 4 (four) Children) up to the age of 18 years shall be paid for by the University on all forms of leave for which the University is responsible.

3.1.8 On retirement, withdrawal of service, resignation or termination of appointment, a member of staff, wife/husband and a

maximum of 4 (four) children up to the age of 18 (eighteen) years shall each be entitled to passage to their recorded home town at the approved rates.

### **3.2.0 PASSAGES FOR OVERSEAS LEAVE:**

3.2.1 An expatriate member of staff shall normally be entitled to economy class air passage, at the end of every four (4) years, to the home country for self, husband/wife and a maximum of 4 (four) children up to the age of 18 (eighteen) years.

### **3.3.0 PASSAGES FOR VACATION LEAVE IN NIGERIA:**

3.3.1 An expatriate member of staff who does not take his home leave shall be entitled to local leave and leave allowance as may be specified in terms of contracts of appointment.

### **3.4.0 LEAVE PASSAGES ON SPECIAL GROUNDS:**

3.4.1 Any expatriate member of staff who, on medical grounds of obvious urgency, requires passages abroad other than on normal leave shall have such return passage paid. In that event, such member of staff shall forfeit the leave passage in respect of the same calendar year.

3.4.2 Free passage abroad on medical grounds shall be granted only when it has been recommended and approved by the Board of Health of the University Health Services and the Vice-Chancellor respectively.

### **3.5.0 PASSAGES FOR OFFICIAL UNIVERSITY BUSINESS:**

3.5.1 Air Passage Allowance

- (a) All officers are entitled to airfare depending on the exigencies and with the approval of the Vice Chancellor.
- (b) A member of staff shall be entitled to economy-class air passage for authorised journeys within and outside Nigeria.
- (c) For the purpose of local running, officers shall be granted 30% of their duty tour allowance in addition to airport taxi fare, at the prevailing rates.

3.5.2 Passages for members of staff on University business overseas shall, for the time being, be as follows:

- (a) The Vice-Chancellor and Principal Officers - Business Class

(b) Others - Economy Class.

**3.6.0 PASSAGES WHERE BOTH HUSBAND AND WIFE ARE MEMBERS OF STAFF:**

3.6.1 Where both husband and wife are members of the staff of the university, they shall be entitled to passages in their individual rights. However, they shall not both claim passages in respect of the same children.

# CHAPTER 4

## ACCOMMODATION

### **4.1.0 UNIVERSITY POLICY ON HOUSING:**

- 4.1.1 The University Property Management Board has the responsibility for the Management of University properties within and outside Ilorin including residential accommodation in accordance with the guidelines approved for it by the Council.
- 4.1.2 A new member of senior staff on CONUASS 05 - 07 or its equivalent from outside Ilorin may either be temporarily lodged in the University Guest Houses or a hotel for not more than twenty-eight (28) days if no University quarters are immediately available or be given an allowance for the first 28 days in lieu of hotel accommodation as may be determined by the University from time to time.
- 4.1.3 A new member of staff on CONTISS 6 - 11 or CONUASS 1 - 4, from outside Ilorin may either be temporarily lodged in a hotel or University Guest Houses for a maximum period of twenty-eight (28) days at University expense or be given an allowance for the first 28 days in lieu of hotel accommodation as may be determined by the University from time to time.
- 4.1.4 A member of staff deployed outside his station whose engagement requires an overnight stay shall be entitled to per diem.

# CHAPTER 5

## LOANS AND ADVANCES

### **5.1.0 SALARY ADVANCE:**

5.1.1 An advance of one month's salary may be approved within three months of the first appointment and shall be refundable in three equal consecutive monthly instalments deducted from the employee's salary. The first of such instalments shall be made in the month following the month in which the advance was given.

5.1.2 At other times, an advance of one month's salary may be given under special circumstances, on the recommendation of the Head of Department and subject to the approval of the Bursar.

### **5.2.0 DUTY TOUR ALLOWANCE:**

5.2.1 A duty tour allowance may be given to a member of staff on the recommendation of the Head of Department and the approval of the Bursar. In his recommendation, the Head of Department shall indicate the appropriate amount, vote and code number for the advance.

### **5.3.0 HOUSING LOAN:**

5.3.1 There shall be a University Housing Loan Committee which shall administer housing loans to staff on terms and conditions approved for the scheme.

### **5.4.0 LOANS OUTSTANDING AS AT THE TIME OF DISENGAGING FROM THE UNIVERSITY SERVICE**

5.4.1 A member of staff leaving the service of the University, due to termination of appointment, and who is in any way indebted to the University shall be required to redeem such indebtedness before the actual date of his departure, failing which he shall not be given clearance.

5.4.2



- (a) A member of staff who retires/resigns/withdraws his service from the University and who has an outstanding balance of any loan or advances shall be required to pay such balance before the effective date of the **retirement/resignation/** withdrawal of service, failing which he shall not be given clearance.
  - (b) A member of staff who retires/resigns/withdraws his service from the University and who has an outstanding disciplinary case pending against him shall not be given clearance until the disciplinary case is dispensed with.
- 5.4.3 Where it is not possible to recover outstanding balance(s) of loans or advances on termination or withdrawal of service from the University, the guarantors shall be liable to pay such balances equally.

# CHAPTER 6

## ALLOWANCES AND GRANTS

### 6.1.0 ALLOWANCE:

- 6.1.1 An allowance is a monetary benefit other than a salary granted to a member of staff for a specific purpose.
- 6.1.2 All allowances provided for in this chapter shall be subject to prevailing government policy

### 6.2.0 RESPONSIBILITY ALLOWANCE:

- 6.2.1
  - (a) Responsibility allowance shall be payable as may be approved from time to time by the University.
  - (b) The Vice-Chancellor, Deputy Vice-Chancellors, Registrar, Bursar and University Librarian: The allowance is paid at the prevailing rates as per Federal Government Policy.
  - (c) If any Principal Officer, Provost of College, Dean of Faculty or Head of Department/Academic Unit is to be absent from the University for thirty (30) days or more, he shall prior to his departure recommend to the Vice-Chancellor someone to hold the fort.
  - (d) Anyone so approved in an acting capacity for a period of thirty (30) days or more shall be paid the appropriate responsibility allowance for that period.

### 6.3.0 KILOMETRE ALLOWANCE AS APPROVED FROM TIME TO TIME BY THE FEDERAL GOVERNMENT:

- 6.3.1
  - 6.3.2
  - 6.3.3
- } See appendices

#### **6.4.0 SUBSISTENCE ALLOWANCE OVERSEAS:**

- 6.4.1 Estacode rates shall be payable to eligible officers in accordance with Federal Government Regulations as approved from time to time.
- 6.4.2 A member of staff fully sponsored by an outside body shall be paid 25% of the appropriate estacode rate to cover his incidental expenses in respect of laundry, transportation, etc.
- 6.4.3 The allowances in 6.4.1 and 6.4.2 shall be payable only to members of staff on official duty or University business undertaken or performed abroad and on the approval of the Vice-Chancellor.

#### **6.5.0 STAFF DEVELOPMENT ALLOWANCES:**

- 6.5.1 A member of staff training under the Staff Development Scheme shall be entitled to the prevailing allowances depending on the country where he is training.
- 6.5.2 For any training outside Nigeria, the following allowances shall, for the time being, be payable:
  - (a) Books – ₦100,000 .00 once and for all;
  - (b) Thesis -
    - (i) Master Degrees – ₦50,000.00
    - (ii) Doctoral Degrees – ₦100,000.00
  - (c) Research Expenses – As itemised by the member of staff and approved by the University, subject to the maximum of:
    - (i) ₦100,000.00 to Science-based Programme
    - (ii) ₦70,000.00 to Humanities-based Programme
- 6.5.3 In Nigeria (other than in the University of Ilorin) the following allowances shall, for the time being, be payable:

#### **ALLOWANCES:**

- (a) Books – ₦100,000 .00 once and for all;
- (b) Thesis-
  - (i) Master Degrees – ₦50,000.00
  - (ii) Doctoral Degrees – ₦100,000.00
- (c) Tuition – As charged by the Institution concerned.
- (d) Research Expenses – As itemised by the members of staff and approved by the University, subject to the maximum of:
  - (i) ₦100,000.00 to Science-based Programme
  - (ii) ₦70,000.00 to Humanities-based Programme

(e) Health Insurance – As charged by the Institution concerned.

6.5.4 In the University of Ilorin and institutions within Ilorin; the following allowances shall for the time being be payable in respect of all categories of senior staff:

**ALLOWANCES:**

- (a) Books – ₦100,000.00 once and for all;
- (b) Thesis –
  - (i) Master’s Degrees – ₦50,000.00
  - (ii) Doctoral Degrees – ₦100,000.00
- (c) Research Expenses – As itemized by the members of staff and approved by the University, subject to the maximum of:
  - (i) ₦100,000.00 to Science-based Programme
  - (ii) ₦70,000.00 to Humanities based Programme

6.5.5 For Diploma and Bachelor’s degree, the following allowances shall be payable in respect of all categories of senior staff:

- (a) Books – ₦50,000.00 once and for all;
- (b) dissertation–
  - (i) diploma – ₦20,000.00
  - (ii) bachelor’s degree – ₦30,000.00
- (c) Research Expenses –
  - (i) diploma – ₦10,000.00
  - (ii) bachelor’s degree – ₦20,000.00

6.5.5 The annual progress report shall be forwarded to the University by the Supervisor in respect of each staff-on-Staff Development and the reports shall be considered by the A&PC. This shall be a condition for further grants.

NOTE: As much as possible, awardees studying at the University of Ilorin should be given a minimal teaching load (not more than three credit unit courses per semester) and no administrative functions to ensure prompt completion of their studies.

**6.6.0 HAZARD ALLOWANCE:**

6.6.1 The allowance is paid at the prevailing rates as per Federal Government Policy.

**6.7.0 ACADEMIC STAFF ALLOWANCES:**

6.7.1 See the appendix on different rates for allowances:

**6.8.0 REPATRIATION:**

6.8.1 On retirement, withdrawal of service, resignation or cessation of appointment after a period of meritorious service, staff, spouse and a maximum of (4) four children below 18 years of age shall each be entitled to passage and luggage allowance to their hometown at approved rate.

**6.9.0 OTHER APPROVED ALLOWANCES:**

6.9.1

- (a) Overtime
- (b) Shifting
- (c) Call Duty
- (d) Clinical
- (e) Specialist
- (f) Non-accident bonus

The allowance is paid at the prevailing rates as per Federal Government Policy.

# CHAPTER 7

## LEAVE

### **7.1.0 ANNUAL LEAVE:**

- 7.1.1 Leave is the authorised absence of a member of staff from duty for a specific period as provided in this chapter.
- 7.1.2 A normal leave year shall be January to December of every year. For Academic Staff, this shall normally be enjoyed during the long vacation, while for non-academic staff, this shall be enjoyed during the calendar year.
- 7.1.3 A person granted any leave, such as annual leave, study fellowship, staff development award, sabbatical leave, study leave, or leave of absence, must abide by the approved conditions governing the leave at the material time. In addition, he must, after the leave, return to work at the university for the period specified in the letter of approval of leave. Failure to return to work at the university without the prior agreement of the university shall be regarded as having absconded from duty. Such a person shall be subject to appropriate disciplinary action (see 8.1.3) and, in addition, may be required to refund his salary and allowances for the period of absence.
- 7.1.4 The number of working days of annual leave to be granted to members of staff every calendar year shall be as follows:  
CONTISS 6/CONUASS 1 and above - 42 working days
- 7.1.5 A member of staff shall take his annual leave during the year that it is due.
- 7.1.6 Deferred leave is that which a member of staff is granted in exceptional circumstances by the Vice-Chancellor to carry forward to the next leave year because of the exigency of duty. It could be part of annual leave not fully exhausted, or any leave approved as such. 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, Directors and Heads of Department, the approval of the Vice-Chancellor, for deferment, shall be required.

- 7.1.7 A member of staff may be required to return to work before the expiration of his annual leave. Any outstanding balance resulting therefrom shall be taken at a later date but within the leave year concerned.
- 7.1.8 Any member of staff who overstays his approved leave without just cause shall be regarded as having been absent from duty without permission. The case shall be treated in accordance with the provision governing acts of misconduct.
- 7.1.9 Any officially approved and documented deferred leave could be utilised as terminal leave.
- 7.1.10 Proportional (Pro-rata) Leave is a vacation granted to a new or retiring officer in proportion to the number of days he has put into the service. Any period of service less than 30 days is not reckonable. The calculation of proportionate leave shall be done in accordance with the table below:

CONTISS 6/CONUASS 1 and above

12 Months	-	42 days
11 months	-	38 days
10 months	-	35 days
9 months	-	32 days
8 months	-	28 days
7 months	-	24 days
6 months	-	21 days
5 months	-	17 days
4 months	-	14 days
3 months	-	11 days
2 months	-	5 days
1 month	-	3 days

- (a) An officer who joins the University service during the course of the Leave Year will not be granted an annual leave, but a proportionate leave as indicated above.
- (b) A new member of staff shall qualify to proceed on pro-rata annual leave provided he has put in a period of not less than six (6) months in that leave year.

- (c) Officers who attend courses of instruction/training over six months shall be entitled to proportionate leave for the period they put in service.
- (d) Staff on sabbatical leave/ study leave/ staff development leave/leave of absence shall not be entitled to annual leave for the year in question. However, if the staff member resumes at least six (6) months before the end of the year, the leave for that year shall be calculated on a pro-rata basis.
- (e) An officer who is retiring within the period of Leave Earning Service shall be entitled to proportionate leave.

### **7.2.0 RESEARCH LEAVE:**

- 7.2.1 On the recommendation of his Head of Department and approval of the Dean of Faculty concerned, an academic member of staff shall be entitled to 26 days of research leave in a year which cannot be deferred.
- 7.2.2 An academic member of staff who ordinarily may not be entitled to Staff Development, Study Leave or Study Fellowship may benefit from research leave upon application which must provide an acceptable programme of work or proposal during the leave.

### **7.3.0 CASUAL LEAVE:**

- 7.3.1 Casual leave is the absence of a member of staff from duty for a short period not exceeding an aggregate of seven (7) working days within a leave year.
- 7.3.2 On the advice of the Head of Department/Unit and with the Registrar's approval, an employee may be awarded casual leave for up to seven (7) days in a year and not more than 3 days at a time. The approved number of days for casual leave will be deducted from the unutilised annual leave. An employee who has used all of his annual leave for the year may be granted casual leave on a compassionate basis.
- 7.3.3 The Registrar will notify the Head of Department as soon as such permission is granted and also on resumption of duty the Head of Department will notify the Registrar.



#### **7.4.0 ABSENCE FROM UNIVERSITY OR DUTY:**

- 7.4.1 Permission for absence on account of University business for not more than a period of three (3) days may be granted to a member of staff by the Head of Department, the Director, the Dean and the Provost (where applicable). In the case of a Principal Officer, Provost, Dean or Director, permission must be obtained from the Vice-Chancellor.
- 7.4.2 The Head of Department and the Director, Dean and Provost (where applicable) shall notify the Registrar as soon as such permission is granted and also on the resumption of duty by the member of staff concerned.
- 7.4.3 Any staff member who absents himself from duty other than as provided for in 7.4.1 and 7.4.2 shall be considered to have absconded and shall be liable to appropriate sanctions.

#### **7.5.0 SICK LEAVE:**

- 7.5.1 Sick leave is the absence of a member of staff from duty on account of ill-health as authorised by a qualified medical doctor.
- 7.5.2 A member of staff who is absent from duty on the grounds of ill health shall be regarded as absent on sick leave, provided that such illness is covered by a medical certificate issued by the University Medical Officer or certified by him when issued by any recognised Medical Officer. The Head of Department shall be required to forward such a certificate to the Registrar immediately.
- 7.5.3 The sick leave history of each member of staff shall be noted in his annual or periodic reports as well as in his personal records at the Establishments Office and shall be an important factor in considering his eligibility for some of the privileges conferred by these regulations.
- 7.5.4 Provided there is a reasonable prospect of a member of staff's eventual recovery and return to duty, he may be allowed sick leave on full pay for a period not exceeding six months in the aggregate during any period of one (1) year and thereafter sick leave on half pay subject always to maximum of twelve months sick leave in any continuous period of four (4) years or less.
- 7.5.5 Sick leave on full pay for a continuous period of six months may be allowed on the recommendation of the Director or the

University Health Services. If, at the end of that period, the member of staff is still unfit to return to duty, the Director of University Health Services shall seek the assistance of a Medical Board to ascertain whether the sick member of staff should be invalidated from the service or be allowed further sick leave on half pay.

- 7.5.6 Sick leave above twelve months, whether continuous or in the aggregate (in this latter case over a continuous period of four (4) years or less) shall be without pay and shall not be reckoned with for increment.
- 7.5.7 A member of staff who is incapacitated as a result of an injury sustained in the course of his official duties shall be entitled to his full salary until he is discharged from sick leave or medically declared permanently incapacitated.
- 7.5.8 A member of staff who is recommended by the Medical Board to be permanently incapacitated ceases to be eligible for sick leave with effect from the date of the approval of such a recommendation.

#### **7.6.0 MATERNITY LEAVE:**

- 7.6.1 Maternity leave is the authorised absence from duty of a serving female member of staff on account of pregnancy covering the prenatal and postnatal periods.
- 7.6.2 A pregnant female member of staff shall be required to obtain and submit to the Registrar, through her Head of Department, a medical certificate showing the expected date of delivery. This shall be submitted not less than two (2) months before the commencement of the maternity leave.
- 7.6.3 A female member of staff who is pregnant is entitled to a 16-week maternity leave at a stretch beginning not less than four (4) weeks from the expected date of delivery with full pay. The annual leave for that year will, however, be regarded as part of the maternity leave. Where this annual leave has already been enjoyed before the grant of maternity leave, that part of the maternity leave equivalent to the annual leave will be without pay or deductible from the maternity leave.
- 7.6.4 Any female officer who is nursing a child shall be granted two hours off-duty every day. This facility shall be granted up to a

maximum period of six months from the date she resumes duty from maternity leave.

- 7.6.5 A female employee on temporary appointment may be granted sixteen weeks maternity leave without pay on presentation of the Expected Date of Delivery (EDD) Certificate issued by a medical practitioner and certified by the Director of Health Services, provided she has been employed for not less than six months.

### **7.7.0 PATERNITY LEAVE:**

- 7.7.1 Paternity Leave is for serving male officers whose spouse delivers a baby.
- 7.7.2 The period of the leave shall be fourteen working days. The leave shall not be more than once in two (2) years and for a maximum of four children.
- 7.7.3 Where the family of a male officer adopts a child under four months old, the officer will similarly enjoy Paternity Leave for a period of fourteen working days.
- 7.7.4 Request for such leave shall be accompanied by the Expected Date of Delivery's (EDD) report of the officer's wife or evidence of approval of the adoption of the child by the relevant government bodies.

### **7.8.0 STUDY LEAVE/FELLOWSHIP FOR ACADEMIC STAFF:**

- 7.8.1 Study leave is the leave granted to a confirmed serving member of staff to undertake an approved course of study within or outside the country otherwise as approved by the Vice-Chancellor.
- 7.8.2 A member of staff engaged in teaching and research may apply for study leave after four (4) consecutive semesters of service in the University. Where necessary, the Vice-Chancellor may approve study leave for a member of staff engaged in teaching and research who has not spent up to four (4) consecutive semesters of service.
- 7.8.3 Application for study leave/fellowship shall be submitted through the Head of Department, the Dean of the Faculty and the Provost (where applicable) to the Registrar for consideration by A&PC. The application shall be accompanied by an up-to-

date Curriculum Vitae of the applicant as well as by a statement outlining a proposed study programme specifying the place where it is to be carried out.

- 7.8.4 Before any application can be considered, evidence in writing shall be afforded the A&PC that the applicant can be released from his duties.
- 7.8.5 Study Leave without pay may be granted to a confirmed member of staff who pursues a course which is relevant to his primary assignment in the University.
- 7.8.6 A member of staff who benefits from Study Leave without pay shall be required to enter into a bond to serve the University for a minimum period of one (1) year.
- 7.8.7 An expatriate member of staff shall be eligible for three (3) to six (6) months of Study Leave after the completion of three (3) semesters of his appointment. Such leave shall be taken in lieu of his biennial leave subject to the recommendation by his Head of Department, Dean and Provost (where applicable) to the A&PC through the Registrar.
- 7.8.8 If an applicant has been on leave on account of illness or other sufficient causes for part of a semester, it shall be reckoned as a semester of service.
- 7.8.9 Not more than one period of study leave of 3 (three) months may be granted in respect of previous service, notwithstanding that such service may exceed four (4) consecutive semesters.
- 7.8.10 Notwithstanding regulation 7.8.9 above, study leave of at most 6 (six) months may be granted to a member of staff in respect of at least eight semesters of continuous service in this University during which no study leave has been taken.
- 7.8.11 Exceptional cases in which study leave of more than three (3) months is required, or is required after less than four (4) semesters of service, may be considered by the A&PC and each of such cases shall be considered and decided on its own merit.

#### **7.9.0 POST-DOCTORAL RESEARCH FELLOWSHIP:**

- 7.9.1 A post-doctoral research fellowship of not more than two (2) years may be granted to an academic staff member holding a Ph.D. degree to engage in mentored research and/or scholarly

training for the purpose of acquiring professional skills in his area of research.

- 7.9.2 An Academic staff member granted a staff development award to pursue a Ph.D. degree may be granted a post-doctoral fellowship after four (4) academic semesters upon resumption of duty irrespective of the ongoing Ph.D. bond provided the officer undertakes to serve out his outstanding bond on completion of the post-doctoral fellowship.

### **7.10.0 STUDY LEAVE (ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL STAFF):**

- 7.10.1 A member of the administrative or professional staff may apply for study leave after a minimum of two (2) years of continuous service.
- 7.10.2 An application for study leave shall be submitted through the Head of Department, Dean and Provost (where applicable) to the Registrar for the consideration of A&PC. The application shall be accompanied by an up-to-date Curriculum Vitae of the applicant as well as by a statement outlining a proposed programme of work or study visit specifying the place where it is to be carried out.
- 7.10.3 Before an application can be considered, evidence shall be afforded to the A&PC that the applicant has fulfilled the duties of his office, and can be spared, from such duties.
- 7.10.4 If an applicant has been on leave on account of illness or other sufficient cause for part of a year, the A&PC may, at its discretion, decide whether or not such a year shall be reckoned as the year of service.
- 7.10.5 Study leave with pay may be granted to a member of staff for a period of three months for the purpose of:
- (a) visit to another University or Institution to acquaint himself with its administrative methods and techniques, and/or
  - (b) undertaking some training or research in or outside the University with a view to improving his competence.
- 7.10.6 A member of staff who secures external financial assistance for an approved course of study not exceeding one (1) year may also be considered under regulation 7.10.7. below.

- 7.10.7 Where study leave is required before putting in two (2) years of service or involving the University in additional expenditure either directly or indirectly, this may be considered on its merit.
- 7.10.8 Not more than one period of study leave of three months may be granted in two (2) consecutive service years. Service for the purpose of study leave has to be reckoned either from the date of first appointment or the date of resumption of duty after the last study leave, sabbatical leave or leave of absence in the case of any subsequent application.
- 7.10.9 In exceptional cases, study leave with pay may be granted to a confirmed member of staff for up to a period of one (1) year provided he has served for not less than four (4) years and that the Committee is satisfied that the proposed programme of work or study visit will be beneficial to the University.

#### **7.11.0 RETURN TO UNIVERSITY AFTER STUDY LEAVE:**

- 7.11.1 A member of staff granted study leave shall abide by the conditions governing such leave.
- 7.11.2 On the expiration of the period of study leave, the member of staff shall return to work for the University for a minimum of two semesters or one (1) year.
- 7.11.3 A member of staff who fails to return to work at the University for the stipulated period, without the prior consent of the University shall be regarded as having absconded from duty for the period of the study leave and shall be liable to refund his salary and allowances for the period of absence and may also be subjected to appropriate disciplinary action.

#### **7.12.0 STAFF DEVELOPMENT LEAVE:**

- 7.12.1 Any member of staff may through his Head of Department, Dean and Provost (where applicable) apply for staff development leave for the purpose of acquiring a higher degree or professional qualification or to upgrade such professional, technical or administrative competence possessed by him as is appropriate to the nature of his employment in the University. This shall be subject to the approval of A&PC
- 7.12.2 Only members of staff who have been in the service of the University for a minimum period of one (1) year on the

recommendation of the Head of Department, Dean and Provost (where applicable) may be considered for staff development leave.

- 7.12.3 Only a member of staff who possesses a letter of admission and has completed the necessary staff development award form shall have his application for staff development leave processed for consideration.
- 7.12.4 The duration of the leave shall be as follows:
- (a) Diploma or equivalent course; 1 (one) year in the first instance, up to a maximum of two (2) years.
  - (b) Bachelor's Degree programme or equivalent 3 (three) or 4 (four) years in the first instance up to a maximum of 6 (six) years.
  - (c) Master's Degree programme or equivalent professional course; one (1) year in the first instance, up to a maximum of two (2) years.
  - (d) Ph.D. Degree Programme or equivalent professional course:
    - (i) Three (3) years in the first instance, up to a maximum of 4 (four) years for a candidate with a first degree or equivalent.
    - (ii) Two (2) years in the first instance, up to a maximum of 4 (four) years for a candidate with a Master's degree or equivalent.
- 7.12.5 A member of staff on staff development leave shall be entitled to the following:
- (a) Full salary for the duration of the course; and
  - (b) Allowance as stipulated in Chapters 3 and 6 of this Conditions of Service.
- 7.12.6 A member of staff who secures an external financial grant for an approved course of training may be eligible for consideration for the payment of supplementation equivalent to his salary throughout the duration of the approved course of training.
- 7.12.7 A member of staff on Staff Development Award shall not change the course, place or institution for which the leave was approved without the prior approval, in writing, of the University. Failure to comply shall attract appropriate disciplinary action.
- 7.12.8 A member of staff who is awarded a grant under the Staff Development scheme shall render to the University one (1) year

of service for every year of award, subject to a maximum of three (3) years.

- 7.12.9 A member of staff who is on supplementation shall, in like manner, render to the University one (1) year of service for every year of the award, subject to a maximum of three (3) years.
- 7.12.10 In the event that a member of staff is granted an extension of the Staff Development Award, subject to a maximum of two (2) years extension, he shall, in like manner, render to the University one (1) year of service for each year of extension of the award in addition to the maximum of three (3) years stipulated in Sections 7.12.8 and 7.12.9 above.
- 7.12.11 A member of staff who, after the expiration of his Staff Development leave, fails to render to the University the prescribed service shall be liable to pay back to the University in lieu of service, his salary for the period he is to serve the bond and all other expenses incurred on him by the University during the period of the leave. Such a member of staff may also be subjected to appropriate disciplinary action.
- 7.12.12 A member of staff on Staff Development leave shall ensure that a progress report on him is forwarded to the University annually by the appropriate authority.
- 7.12.13 A member of staff who enjoys the Staff Development Award upon return shall give a full report of his achievement during the period of the award with copies of his Certificates, Publications, etc.

### **7.13.0 STAFF DEVELOPMENT GUARANTORS:**

- 7.13.1 Beneficiaries of the Staff Development Award shall provide two (2) guarantors each, who must be confirmed members of the staff of the University.
- 7.13.2 For any member of staff to be eligible as a guarantor, his total number of years left in service must not be less than ten (10) years.
- 7.13.3 In the event that the guarantor is exiting the service, the beneficiary shall be required to re-present another guarantor in line with sections 7.13.1 and 7.13.2 above.



7.13.4 In the event of failure of a Staff Development Awardee to either return to serve out his bond or payback, the guarantors shall make the refund in accordance with the provision of section 7.12.11 above

#### **7.14.0 SPECIAL LEAVE FOR EXTERNAL AWARDS:**

7.14.1 Study Fellowships, tours such as the Fulbright, Hays Programme, Commonwealth Fellowship Award, etc. tenable abroad, for which a member of staff is nominated by the University or secured by staff and approved by the University and which does not normally involve the University in extra expenditure, shall not be regarded as study leave as specified above. Nevertheless, the fact that a member of staff previously enjoyed the privilege of such a fellowship, tour etc. shall be taken into consideration by the Appointment and Promotions Committee in considering the merit of any subsequent application for study leave, sabbatical leave or leave of absence by the member of staff concerned.

#### **7.15.0 SABBATICAL LEAVE:**

7.15.1

- (a) The sabbatical leave is an arrangement within the organisational structure and machinery of Universities the world over, for periodic intellectual or professional re-stimulation or rejuvenation so that the research/teaching professional competence of staff may be enhanced.
- (b) Purpose:  
The purpose of sabbatical leave is to allow a staff member of long standing in the University a reasonable time off his normal duties in order to:
  - (i) undertake new lines of research;
  - (ii) consolidate on areas of ongoing research activities; and
  - (iii) enhance his professional competence.
- (c) Categories of University Staff Entitled to Sabbatical Leave:
  - (i) Academic staff not below the rank of Senior Lecturer holding a confirmed appointment. However, contract or visiting staff is not entitled to sabbatical leave.

- (ii) All Principal Officers other than the Vice-Chancellor shall be entitled to 1 (one) year of paid leave at the end of their tenure.
  - (iii) Administrative and professional staff on CONTISS 13 and above holding a confirmed appointment.
- (d) Sabbatical Leave for Outgoing Vice-Chancellors:  
 In tune with the Council approval as part of the conditions of service for a Vice-Chancellor, an outgoing Vice-Chancellor shall be entitled to sabbatical leave on completion of his term of office. He shall inform in writing the Governing Council of the arrangement he has made for his sabbatical leave.
- (i) Programme of Work:  
 A member of staff applying for sabbatical leave must have an acceptable programme of work which must be consistent with the purpose of the sabbatical leave, to be approved by the University. Faculties shall screen and rank all the applications before forwarding them to the Appointments and Promotions Committee for consideration.
  - (ii) A person granted sabbatical leave, study leave or leave of absence must abide by approved conditions governing the leave at the material time. In addition, he must after the leave, return to work at the University for the period specified in the letter of approval of leave. Failure to return to work at the University after the approved leave without prior approval and prior agreement of the University shall be regarded as having absconded from duty. Such a person shall be subject to appropriate disciplinary action and in addition, may be required to refund his salary and allowances for the period of absence.
  - (iii) At no time shall the total number of academic staff on sabbatical leave exceed 5% of the staff strength in the Faculty.
- 7.15.2 Administrative and professional staff on CONTISS 13 and above shall, in like manner, be eligible for the equivalent of a sabbatical leave of one (1) year. The 6 (six) years of service needed to qualify for sabbatical leave may not be broken by any period of study leave, sabbatical leave or leave of absence.
- 7.15.3 After 6 (six) years of continuous service in the University, a member of the academic staff who shall not be below the post

- of Senior Lecturer or equivalent, shall be eligible for a sabbatical leave of one (1) year.
- 7.15.4 For a member of staff who transfers his service to the University of Ilorin, the six (6) years of continuous service shall not include more than three (3) years of previous service in another Nigerian University.
- 7.15.5 Application for sabbatical leave shall be made on the approved form to the A&PC through the Heads of Departments and Deans of Faculties and Provost concerned, and each of such applications shall be accompanied by a statement outlining the proposed programme of relevant work to be undertaken by the applicant as well as by statement from his Head of Department indicating that he can be released from his duties or adequate arrangements have been made to cover such duties.
- 7.15.6 An application for sabbatical leave must be accompanied by a letter of placement. No application shall be entertained until six (6) years of continuous service would have elapsed. The sabbatical leave shall normally commence on the 1st of October of the year. The application must be received no later than 30th April of any year.
- 7.15.7 If a member of staff holding an elective or appointive office in the University opts to go on sabbatical leave, the tenure of such appointment shall be deemed to have terminated with effect from the commencement of the sabbatical leave.
- 7.15.8 While a member of staff is on sabbatical leave, his salary and other relevant benefits shall normally continue to be paid.
- 7.15.9 A member of staff who goes on sabbatical leave shall return to the service of the University for at least one (1) year immediately following the end of the leave and shall submit to the Senate through the A&PC, a written report of the work done during the sabbatical leave.
- 7.15.10 Where an officer overstays his leave and his fate is determined after due process:
- (i) the University shall be free to fill the vacancy thus created;
  - (ii) any other issue relating to this subject shall be considered on its own merit;
  - (iii) on account of exigencies, a member of staff may be recalled from a sabbatical leave;

- (iv) the unutilised portion of the leave may be taken at the earliest opportunity before the next sabbatical leave is due.

#### 7.15.11

- (i) A person likely to be prevented by statute or any other valid reasons from spending up to one (1) year after his sabbatical leave should not be denied such leave on the mere ground of such prevention, provided there is prior approval by the University through proper authorisation by the Vice-Chancellor.
- (ii) Deferred leaves can be utilised at any time provided it is approved by the Vice-Chancellor on the recommendation of the Department not minding whether or not such persons had not spent one (1) year on return from sabbatical leave.
- (iii) Section 7:17:1 of the regulations which puts conditionality on terminal leave should be applied at all times.

### **7.16.0 DEFERMENT/BREAKING OF SABBATICAL LEAVE:**

7.16.1 No application for deferment or remission of unspent part of approved sabbatical leave shall be entertained.

7.16.2 Where a member of staff on sabbatical leave, for compelling reason, seeks to break the sabbatical leave, he shall inform the Vice-Chancellor upon resumption of duty in the University.

### **7.17.0 SABBATICAL HONORARIUM:**

7.17.1 A member of staff on sabbatical leave shall not take up any full-time paid appointment elsewhere. Such staff may, however, be paid honorarium in the place or places where he is spending the leave as may be determined by the host Institution. Similarly, a member of staff of another University spending his sabbatical leave at the University of Ilorin shall receive an honorarium equivalent to the salary appropriate to his grade.

### **7.18.0 TERMINAL LEAVE FOR PRINCIPAL OFFICERS, DEPUTIES AND EQUIVALENTS:**

7.18.1 The Vice-Chancellor, Deputy Vice-Chancellor, Registrar, Bursar, University Librarian and any other staff on CONTISS 14 or CONUASS 6 and above who have not previously enjoyed sabbatical leave or its equivalent (except Principal Officers) shall

be eligible for one (1) year terminal leave at the end of their service in the University provided they are qualified for such leave in accordance with the provision of these conditions of service.

#### **7.19.0 LEAVE OF ABSENCE:**

7.19.1 Leave of absence is the absence of a member of staff from duty authorised on the basis of public appointment.

7.19.2 A confirmed member of staff may be granted leave of absence up to one (1) year in the first instance on the recommendation of the Head of Department, Dean and Provost. Such leave may be renewed for a further period of one (1) year.

7.19.3

(a) A member of staff granted leave of absence to take employment within an approved Public Service in Nigeria may be permitted to do so subject to a maximum of 5 (five) years following which the officer shall be required to return to his post or transfer his service to his new establishment.

(b) The maximum of 5 (five) years of leave of absence is inclusive of all forms of leave that may be due to an officer during his period of leave of absence.

7.19.4

(i) Any member of staff granted leave of absence shall not be entitled to promotion during the period of the leave of absence.

(i) Publications produced during the leave of absence shall be countenanced for promotion purposes.

(ii) A member of staff on return from a leave of absence shall be eligible for promotion on meeting the residency requirement.

7.19.5 Any other case not covered by regulations 7.19.2 and 7.19.3 above shall be treated on its merit.

7.19.6 A member of staff shall not utilise his annual leave or part thereof in order to take up a new appointment elsewhere. Where a member of staff seeks an appointment in another establishment after responding to an advertisement he shall be required to seek for the transfer of his service or have his appointment terminated.

## **7.20.0 LEARNED CONFERENCES:**

7.20.1 Each financial year, separate budgetary provisions shall be made for Learned Conferences for Academic, Administrative, Professional and Technical Staff, to be administered by the Committee of Provost /Deans (for Academic Staff) and by the A&PC (for Administrative and Professional Staff) on the recommendation of the Committee on Learned Conference Vote for non-teaching staff.

7.20.2

### **CONDITIONS FOR SPONSORSHIP:**

The following conditions, among others, shall be taken into consideration before approval is given:

- (a) Evidence that the conference in respect of which support is being sought is a learned conference
- (b) The original copy of the letter of invitation to attend or read a paper at the conference
- (c) Certification by the applicant's Head of Department that the standard of the paper to be read at the conference is satisfactory
- (d) Evidence of uploading a Curriculum Vitae and list of publications on the University website
- (e) Evidence of seeking an alternative source of funding.
- (f) Evidence of registration with Google Scholar, Scopus and any other academic databases as may be determined by the University from time to time

7.20.3 Preference shall be given to members of staff who are presenting papers at conferences, key officers of Learned Societies, or are required by the office to be in attendance. For the avoidance of doubt, such officers shall include the President, Vice-President, Secretary, Treasurer, Financial Secretary or Editor of a Society's journal.

7.20.4 Each applicant shall state the actual dates of the conference he wishes to attend.

7.20.5 For overseas conferences, the condition and entitlement shall be as follows:

- (a) Sponsorship shall be once in two (2) years subject to the availability of funds
- (b) An active presence on the University website

- (c) Conference Registration Fee
  - (d) Up to a maximum number of ten (10) days per conference including days for travelling to and from the venue and
  - (e) Subsistence allowance (see section 6.4.0)
- 7.20.6
- (a) The University shall fund at least one local learned conference each year for staff subject to the availability of funds.
  - (b) The entitlement for the local learned conference shall be as follows:
    - (i) Conference Registration Fee
    - (ii) Duty Tour Allowance.
- 7.20.7 All grant applications to attend a local conference shall normally be made through the Head of Department, Dean and Provost (where applicable) of the applicant's Faculty/College for consideration by the Committee of Deans and Provost in the case of academic staff, or through the Head of Department and the Registrar for consideration by the A&PC in the case of administrative and professional staff.
- 7.20.8 An expatriate member of staff who receives a grant to attend an overseas conference within his country of origin shall not normally be entitled to airfare if the conference falls within his leave period, but to subsistence allowance only.
- 7.20.9 No reimbursement shall be payable for a conference attended without the approval of the appropriate Committee.
- 7.20.10 Copies of conference proceedings in which papers read at sponsored conferences are published shall be brought to the attention of the University Library for procurement.

**7.21.0 SEMINARS, COLLOQUIA, WORKSHOPS AND SHORT COURSES NOT LASTING MORE THAN FOUR (4) WEEKS:**

- 7.21.1 These shall normally be covered by a grant from the Staff Development Scheme.
- 7.21.2 A member of staff may apply for a grant to attend a seminar, symposium, colloquium, workshop or short course lasting not more than four (4) weeks.
- 7.21.3 In his application, the member of staff shall indicate why he wishes to attend a seminar, symposium, colloquium, etc. as the

case may be, as well as the benefits which he feels the University will derive from such attendance.

- 7.21.4 The Head of the Department shall be required to comment on the suitability of the applicant, the benefits derivable by the University from the applicant's attendance at the seminar, symposium, colloquium, etc. as the case may be, and the ability of the Department to release the applicant for the duration of the programme.

### **7.22.0 BENEFITS OF THE AWARDS:**

- 7.22.1 The award shall normally cover:
- (i) return economy class air/sea fare or mileage claims at the prevailing rates; and
  - (ii) per diem allowance as in regulation 6.3.0

### **7.23.0 EXAMINATION LEAVE:**

- 7.23.1 A member of staff shall be allowed special leave on full pay to sit an examination recognised by the University, provided that there is proof of registration for the examination and examination timetable is made available in support of the application.
- 7.23.2 The duration of such leave shall be the period necessary for him to sit the examination as specified in the examination timetable. Any period over seven (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.



# CHAPTER 8

## DISCIPLINE

### 8.1.0 PREAMBLE:

8.1.1 The powers to exercise disciplinary control over members of staff of the University shall be in accordance with the University of Ilorin Act, as vested in the Vice-Chancellor and the University Council.

8.1.2 Subject to the provision of this Act or any other regulation in force, sanctions shall be imposed on any member of staff who is involved in any act of misconduct.

8.1.3

(a) Misconduct is a specific act of wrong-doing or any improper behaviour which is inimical to the image of the University and which can be investigated and proved. This can lead to termination of appointment and/or compulsory retirement. It includes but is not limited to the following:

1. Scandalous conduct such as:
  - (i) immoral behaviour;
  - (ii) unruly behaviour;
  - (iii) drunkenness;
  - (iv) use of foul language;
  - (v) assault; and
  - (vi) battery.
2. Refusal to proceed on transfer or to accept posting
3. Habitual lateness to work
4. Deliberate delay in treating official documents
5. Failure to keep records
6. Unauthorised removal of public records
7. Dishonesty
8. Negligence
9. Membership of Unregistered Association(s)
10. Sleeping on duty
11. Improper dressing while on duty

12. Hawking merchandise within university premises other than a residential area
  13. Refusal to take/carry out lawful instruction from superior officers
  14. Malingering
  15. Insubordination
  16. Discourteous behaviour to the public.
- (b) Serious misconduct is a specific act of very serious wrong-doing and improper behaviour which is inimical to the image of the University and which can be investigated and if proven, may lead to dismissal. It includes but is not limited to the following:
1. Falsification of records
  2. Suppression of records
  3. Withholding of files
  4. Conviction on a criminal charge (other than a minor traffic offence or the like)
  5. Absence from work without leave/permission
  6. False claims against University officials
  7. Engaging in partisan political activities
  8. Bankruptcy/Serious financial embarrassment
  9. Unauthorised disclosure of official information
  10. Unauthorised undertaking of any study programme (full-time or part-time);
  11. Corruption, which includes but is not limited to:
    - (i) bribery/any form of gratification;
    - (ii) embezzlement;
    - (iii) misappropriation;
    - (iv) extortion;
    - (v) admission racketeering; etc.
  12. Violation of oath of secrecy
  13. Action prejudicial to the security of the University
  14. Advance fee fraud
  15. Holding more than one full-time paid job
  16. Nepotism or any other form of preferential treatment
  17. Divided loyalty
  18. Sabotage
  19. Wilful damage to public property, e.g felling economic trees, destroying farmland;

20. Sexual harassment/assault
21. Examination misconduct including Grade Sorting
22. Plagiarism
23. Hiding information about previous retirement status in the public or civil service to take up a tenure appointment with the University
24. Any other act of wrongdoing prejudicial to good conduct

## **8.2.0 DISCIPLINARY MEASURES/SANCTIONS:**

- 8.2.1 A staff member who engages in any act of misconduct such as stated in 8.1.3 above, shall be liable to be disciplined, as appropriate, in any way which may include any or a combination of the following ways:
- (a) Written warning after a query
  - (b) Reprimand
  - (c) Withholding of Annual Salary Increment
  - (d) Suspension from duty and/or office
  - (e) Demotion
  - (f) Withholding of promotion/loss of promotion
  - (g) Interdiction
  - (h) Termination of Appointment
  - (i) Compulsory Retirement
  - (j) Dismissal
  - (k) Restitution

## **8.3.0 PROCEDURE FOR DISCIPLINARY MEASURES/SANCTIONS:**

- 8.3.1 Disciplinary proceedings shall be initiated in accordance with the provision of the University of Ilorin Act CAP U7 Laws of the Federation of Nigeria 2010.
- 8.3.2 The Head of Department/Unit shall have a duty to report to the Registrar in writing through the Provost /Dean (where applicable) any case of misconduct on the part of any member of his staff that comes to his notice.
- 8.3.3 The procedure shall be as follows:

**(a) Query:**

- (i) A member of staff who commits an act of misconduct shall be given a written query by the Head of Department/Unit, a copy of which shall be sent to the Registrar. If his explanation is considered by the Head of the Department as reasonable, no further action shall be taken against him. This shall be communicated to the member of staff and the Registrar shall be so informed in writing.
- (ii) If a member of staff is queried and his response is found unacceptable, the query and the response thereto shall be forwarded to the Registrar by the Head of Department.

**(b) Warning:**

- (i) If the Registrar on receipt of such a report finds that the response to the query is unacceptable but does not warrant severe disciplinary action, the Registrar may issue another query and/or a written warning.
- (ii) A written warning shall normally be regarded as final and any other offence shall be liable to a more severe disciplinary measure/sanction, and the reason for the disciplinary action shall be communicated to the concerned staff.

8.3.4 If the Registrar on receipt of such a report finds that the response is unacceptable and warrants severe disciplinary action, he shall forthwith forward it to the Vice-Chancellor with his own comments. The Vice-Chancellor after conducting such inquiries as he may deem fit shall refer it to the Staff Disciplinary and Appeals Committee or take an appropriate disciplinary measure/sanction on the member of staff including withholding of annual salary increment, withholding/loss of promotion, demotion and report to the Council.

8.3.5 There shall be a Staff Disciplinary and Appeals Committee whose duties shall be to investigate and report on any disciplinary matter referred to it by the Vice-Chancellor or Council.

8.3.6 The Vice-Chancellor reserves the right to directly refer any matter which comes to his notice to the Staff Disciplinary and Appeals Committee.

#### **8.4.0 SUSPENSION FROM DUTY AND/OR OFFICE:**

8.4.1 If, in the opinion of the Vice-Chancellor, an act of misconduct has been committed which is of a serious nature to warrant a drastic punishment, the staff shall be suspended from duty by the Vice-Chancellor and placed on half-pay.

8.4.2 During the period of suspension, the staff shall be summoned before the Staff Disciplinary and Appeals Committee.

8.4.3 While on suspension, the staff shall not be allowed to leave the services of the University until the determination of the case.

8.4.4 A member of staff who is suspended shall not carry out his duties or visit his place of work except with the express written permission of the Registrar. He shall hand over all University property in his possession to his Head of Department/Unit.

8.4.5 If he is not found guilty of the misconduct for which he has been suspended, he will be reinstated to his post.

8.4.6 If he is reinstated, he will receive his full pay for the period of the suspension.

8.4.7

(a) where the Staff Disciplinary and Appeals Committee finds a member of staff on suspension and half salary guilty of the misconduct, it shall recommend appropriate sanction(s) to the Council for approval.

(b) The member of staff, if exonerated, shall be paid the backlog of the half salary during the period of suspension.

8.4.8 A member of staff shall not leave his station during the period of suspension without the written permission of the Registrar. But if he violates this provision, he will render himself liable to a charge of serious misconduct.

#### **8.5.0 INTERDICTION:**

8.5.1 A member of staff who has been charged with a criminal offence in a court of law or tribunal on a matter (other than a minor traffic or sanitation offence) whether or not connected

with the University, shall be interdicted by the Vice-Chancellor who shall report to the Council thereafter.

- 8.5.2 The Registrar shall give a formal notice of interdiction to the member of staff concerned, stating the date from which the interdiction takes effect, the duration and the reasons for it.
- 8.5.3 For as long as a member of staff is on interdiction, he shall cease to report for duty and shall receive only half of his salary.
- 8.5.4 A member of staff who is on interdiction shall be required to hand over the keys to his office and any equipment in his charge to his Head of Department/Unit or his representative. He shall be forbidden to carry on his normal duties at the University.
- 8.5.5 Where at the end of the proceedings the member of staff is not found guilty of the criminal charge(s) levelled against him, he shall immediately be reinstated and shall receive the balance of his emoluments from the date of his interdiction.
- 8.5.6 Where at the end of the proceedings, the member of staff is found guilty of the criminal charge(s) levelled against him, he shall be dismissed with effect from the date of his conviction and shall forfeit the balance of his emoluments.

#### **8.6.0 TERMINATION:**

- 8.6.1 The appointment of a staff member may be terminated on the recommendation of the Staff Disciplinary and Appeals Committee for an act of misconduct.
- 8.6.2 Any member of staff who is found to have hidden information about his previous retirement status in the public or civil service to take up a tenure appointment with the University shall have his appointment promptly terminated while further action may be taken to retrieve what he has earned.

#### **8.7.0 DISMISSAL:**

- 8.7.1 The University may, without notice or payment in lieu, dismiss a staff on the recommendation of the Staff Disciplinary and Appeals Committee for an Act of misconduct, severely prejudicial to the University interest or on criminal conviction.

**8.8.0 INEFFICIENCY AND PROCEDURE FOR DISCIPLINARY MEASURES/SANCTIONS:**

- 8.8.1 Inefficiency consists of a series of omissions or incompetence, the cumulative effect of which shows that the officer is not capable of discharging efficiently the duties of the office he holds.
- 8.8.2 It shall be the duty of every Head of Department/Unit, as soon as he observes any fault or shortcoming in the work of an officer subordinate to him, to bring it to the officer's notice and to record that such has been done with a view to improving the Officer's usefulness and efficiency in the service of the University.
- 8.8.3 Before the proceedings of severe sanction of termination of appointment of an officer for general inefficiency may be commenced, he must have been warned on three occasions in writing.
- 8.8.4 Inefficiency as a result of physical or mental incapacity shall lead to removal from office after obtaining medical advice from the University Board of Health indicating that the person concerned is unfit to continue to hold office/appointment.

**8.9.0 APPEAL:**

- 8.9.1 A person who is sanctioned for an act of misconduct pursuant to the provision of Section 16 of the University Act may appeal to the Council or the Visitor as appropriate.

**8.10.0 THE ROLES OF THE COUNCIL IN STAFF DISCIPLINE:**

- 8.10.1 To consider reports from the Vice-Chancellor as well as recommendations from the Staff Disciplinary and Appeals Committee.
- 8.10.2 If it appears to the Council that there are reasons for believing that any person employed as a member of staff of the University, other than the Vice-Chancellor, should be removed from his office or employment on the grounds of misconduct or inability to perform the functions of his office or employment, the Council shall:
  - (a) give notice of those reasons to the person in question;

- (b) afford him an opportunity to make representations in person on the matter to the Council, and
  - (c) if the staff or any three members of the Council so request for a review within the period of one month beginning with the date of the notice, the Council shall make arrangements:
    - (i) for a Joint Committee of the Council and the Senate to investigate the matter and to report on it to the Council; and
    - (ii) for the person in question to be afforded an opportunity to appear before and be heard by the Investigating Committee concerning the matter.
  - (d) if the Council, after considering the report of the Investigating Committee, is satisfied that the person in question should be removed as aforesaid, the Council may so remove him by an instrument in writing signed on the directives of the Council.
- 8.10.3 The Vice-Chancellor may in case of misconduct by the member of staff which in the opinion of the Vice-Chancellor is prejudicial to the interest of the University, suspend such member and any of such suspension shall forthwith be reported to the Council.
- 8.10.4 For good cause, any member of staff may be suspended from his duties or his appointment may be terminated by the Council, and for the purposes of this sub-section "good cause" means:
- (a) conviction for any offence which the Council considers such as to render the person concerned unfit for the discharge of the function of his office; or
  - (b) any physical or mental incapacity which the Council, after obtaining medical advice, considers to be such as to render the person concerned unfit to continue to hold his office, or
  - (c) conduct of a scandalous or of other disgraceful nature which the Council considers to be such as to render the person concerned unfit to continue to hold his office, or
  - (d) Conduct which the Council considers to be such constitutes failure or inability of the person concerned to discharge the functions of his office or to comply with the terms and conditions of his service.
- 8.10.5 Any person suspended pursuant to subsection 8.10.3 or 8.10.4 above shall be on half pay 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) whether to continue such a person's suspension and if so, on what
- (b) terms including the proportion of his emolument to be paid to him;
- (c) whether to reinstate such person in which case the Council shall restore his full emolument to him with effect from the date of suspension;
- (d) whether to terminate the appointment of the person concerned in which case such a person will not be entitled to the proportion of his emolument withheld during the period of suspension; or
- (e) whether to take lesser disciplinary action against such person (including the restoration of such proportion of emoluments that might have been withheld) as the Council may determine and in any case where the Council, pursuant to this section, decides to continue 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.

8.10.6 It shall be the duty of the person by whom an instrument of removal is signed pursuant to sub-section 8.10.2 above to use his best endeavours to cause a copy of the instrument to be served as soon as reasonably practicable on the person to whom it relates.

8.10.7 For the purposes of these conditions of service, the Council shall reserve the powers to take further steps to ensure good discipline and orderly and efficient administration of the University.

8.10.8 Nothing in the foregoing provisions of this section shall prevent the Council from making regulations for the discipline of other categories of staff and workers of the University as may be prescribed

**8.11.0 COURT ACTION:**

8.11.1 No staff shall resort to litigation without first exhausting the internal avenues for settling grievances or seeking redress in the University.

# CHAPTER 9

## PROMOTIONS

### 9.1.0 GENERAL RULES:

- 9.1.1 The A&PC shall, on behalf of the Council, have responsibility for all matters pertaining to the promotion of all categories of senior staff in the University.
- 9.1.2 Promotion shall be an annual exercise that shall normally commence in April and shall take effect from the first day of October of the year for which the relevant exercise was initiated. However, there shall be no denial of promotion of qualified academic staff on account of vacancies up to Lecturer I and also within the professorial cadre (i.e. from a Reader to a Professor). As much as possible, management shall make established provisions for qualified staff.

### 9.2.0 ELIGIBILITY:

- 9.2.1 Promotion shall be to an established post only i.e. a post for which provision has been approved in the budget of that year.
- 9.2.2 No member of staff shall be considered for promotion unless his appointment has been confirmed.
- 9.2.3
- (a) Normal promotion from one grade to another shall only be countenanced provided a member of staff would have spent at least three (3) years by 30<sup>th</sup> September after his appointment or last promotion or upgrade.
  - (b) In the case of conversion of non-teaching staff to an unrelated job, normal promotion shall be countenanced provided he has spent at least one (1) year in addition to the three (3) years required for promotion.
  - (c) Where a member of staff is converted to a related job, the three (3) years residency shall apply.
- 9.2.4 Under normal circumstances, no contract officer will be considered for promotion except where there is no suitable tenure officer available and or he possesses an exceptional

qualification and suitable experience. He could, however, be considered for an enhanced appointment during the renegotiation of his contract. On the contrary, the expatriate members of staff shall be eligible for promotion as and when due.

### **9.3.0 SALARY ON PROMOTION:**

9.3.1 No member of staff shall be made to suffer any financial disadvantage consequent upon his promotion.

### **9.4.0 DEPARTMENTAL PROMOTIONS PANEL (ACADEMIC STAFF):**

9.4.1 There shall be a Departmental Promotions Panel consisting of the Head or Acting Head of the Department as Chairman and other members of the teaching staff not below the rank of Senior Lecturer set up to consider cases of promotion in the Department.

9.4.2 Where there are no other Senior Lecturers and above in a Department, the Head or Acting Head of the Department shall send recommendations for promotion in respect of eligible members of staff of his Department to the Faculty Promotions Panel, without constituting a Departmental Promotions Panel.

9.4.3 Only Senior Lecturers and above in the Department shall consider recommendations for promotion to grades of Senior Lecturer and below.

9.4.4 Where it is found necessary, a member of staff who is being considered for promotion to the post of Senior Lecturer and below may be invited to appear before the Departmental Promotions Panel or Faculty Promotions Panel.

9.4.5 Departmental Promotions Panel shall be constituted in such a way that Senior Lecturers, who are Acting Heads of Departments, shall serve only on the Panel dealing with cases of Senior Lecturers and below. Only Readers and Professors shall serve on Panels dealing with cases of Readers, while only Professors in the Faculty shall consider recommendations in respect of promotion to full professorship grade.

9.4.6 Recommendations from Departmental Promotions Panels shall be forwarded to the Faculty Promotions Panel.

### **9.5.0 FACULTY PROMOTIONS PANEL:**

- 9.5.1 A Promotions Panel shall be constituted in each Faculty consisting of the Dean as Chairman, Heads of Departments all the Professors from each of the constituent Departments and at least one Professor from a related discipline outside the Faculty and the Registrar or his Representative. The Faculty Officer shall be the Secretary.
- 9.5.2 The Faculty Promotions Panel shall consider the recommendations of the various Departmental Promotions Panels and shall further make its own assessment of the quality of the teaching, research and/or publications and the level of administrative experience of each member of staff being considered for promotion.
- 9.5.3 Faculty Promotions Panel shall be composed in such a way that Senior Lecturers who are Ag. Heads of Departments shall serve only on the Panel dealing with cases of Senior Lecturer and below. Only Readers and Professors shall serve on Panels dealing with cases of Readers, while only Professors in the Faculty shall consider recommendations in respect of promotion to full professorship grade.
- 9.5.4 Recommendations from the Faculty Promotions Panel shall be forwarded to the College Promotions Panel where applicable.

### **9.6.0 COLLEGE PROMOTIONS PANEL:**

- 9.6.1 A College Promotions Panel shall be constituted in each College consisting of the Provost as Chairman, Dean of the constituent Faculties, Heads of Departments, Professors in the College, at least one Professor in a related discipline outside the College and the Registrar or his Representative and College Secretary as Secretary.
- 9.6.2 The College Appointments and Promotions Panel shall be composed in such a way that Senior Lecturers who are Ag. Heads of Departments shall serve only on Panel dealing with cases of Senior Lecturers and below. Only Readers and Professors shall serve on panels dealing with cases of Readers, while only Professors in the College, shall consider

recommendations in respect of appointment to professorial grade.

9.6.3 The College Promotions Panel shall receive the assessments made by the Faculty Appointments and Promotions Panel and further make its own assessment of the quality of teaching, research and/or publications, and level of administrative experience of each member of staff being considered for appointment or promotion for consideration of A&PC

9.6.4 Where the Faculty/College Promotions Panel is not competent to evaluate publications of members of staff, the Dean/Provost shall refer such publications to the Vice-Chancellor who shall seek the opinion of external experts in the discipline.

### **9.7.0 LIBRARY PROMOTIONS PANEL:**

9.7.1 There shall be a Library Promotions Panel consisting of the University Librarian as Chairman, all Deputy University Librarians, Principal Librarians who are acting Divisional Heads, one other member of the Library and Publications Committee appointed by the Committee itself not being a Librarian and not being below the grade of Reader and the Registrar or his representative and a Deputy University Librarian as Secretary.

9.7.2 The Panel shall be composed in such a way that Principal Librarians who are acting Divisional Heads shall serve only on the Panel dealing with cases of Principal Librarians and below.

9.7.3 The Panel shall receive and consider recommendations with respect to all academic staff in the library and shall, in turn, forward its own recommendations to the A&PC.

9.7.4 The Panel shall also receive recommendations for promotion made by the Divisional Heads of the University Library with respect to non-academic members or the library staff and employ the criteria set out in regulations 9.14.0 and 9.15.0.

### **9.8.0 ASSESSMENT FOR PROMOTION OF ACADEMIC STAFF:**

9.8.1 Assessment for promotion shall be based on the quality of teaching, research and publications as well as administrative and internal/external community services.

- 9.8.2 The Head of Department shall present a written comprehensive assessment of the teaching and administrative abilities of each member of his staff.
- 9.8.3 Any work to be considered as a publication must have either actually appeared in print/online version or have been accepted for publication. All accepted articles shall appear in print/online versions within two (2) years from the date of acceptance. At least 70% of the publications listed must have appeared in print/online versions for Senior Lecturers and below while 100% is applicable to professorial grade.
- 9.8.4 All acceptance letters must be accompanied by evidence of correspondence between the authors and the editors, stating the process that led to the acceptance of the articles, including those related to reviewers' comments. This evidence shall be submitted to the Departmental/Faculty/College Promotions Panel and Appointments & Promotions Committee for further verification. The authors shall include the galley proof of such an article (if available).
- 9.8.5 Staff on leave of absence are not eligible for promotion during the years of absence irrespective of any service rendered to the University during the period as this would be considered a community service or individual social responsibility to the community.

### **9.9.0 ASSESSMENT AND WEIGHTING FOR APPOINTMENTS AND PROMOTIONS (ACADEMIC STAFF):**

- 9.9.1 Points system shall be used in the Assessment and weighting of Academic staff for promotion.
- 9.9.2 For such category of staff, the points shall be as follows:
- (i) Academic Qualification (Maximum 10 points)
    - (i) A Doctoral Degree: M.D./Ph.D./ MB:BS with Fellowship - 10 points
    - (ii) Master of Philosophy Degree - 8 points
    - (iii) MB;BS, DVM, Pharm.D., O.D. with Masters Degree - 8 points
    - (iv) Master's Degree - 6 points
    - (v) MB;BS; DVM, Pharm.D., O.D - 6 points
    - (vi) B.Pharm - 5 points

- (vii) A 1<sup>st</sup> Class (Honours) Degree - 5 points
- (viii) A 2<sup>nd</sup> Class Upper (Honours) Degree - 4 points
- (ix) A 2<sup>nd</sup> Class Lower (Honours) Degree -3 points
- (ii) Professional Qualifications (maximum of 5 points) where applicable, a maximum of 5 points shall be awarded for the highest professional qualification obtainable in the field.
- (iii) Teaching Experience (Maximum of 10 points). 1 point shall be awarded for each year of full-time teaching or research in the grade of Assistant Lecturer or above in a University or ½ point per year in the case of other higher institutions and research institutes. However, an academic staff member on a study fellowship outside the University of Ilorin shall be entitled to ½ point per year for the duration of the fellowship provided he can provide evidence of teaching from the host institution.
- (iv) Teaching/Research Load (Maximum of 5 points). 1 point shall be awarded for every four hours of lectures, tutorials and practicals per week, likewise, one point shall be awarded for every 8 hours of certified research per week in the case of a member of staff who is engaged in full-time research.
- (v) Quality of teaching (Maximum Load of 5 points). A maximum of 2 points shall be based on students' evaluation of the staff concerned. The remaining 3 points shall be based on the comments (if any) by External Examiners and evaluation by the Head of the Department, as approved by the Departmental Promotions Panel.
- (vi) Interview performance (Maximum of 3 points). Where applicable, interview performance shall be assessed and taken into consideration before promotion.
- (vii) Recognised publications (Maximum of 40 points)
  - (a) Publications shall be assessed in respect of their contribution to knowledge in the relevant field and/or their usefulness to the profession concerned.
  - (b) Any academic staff who has not published at least one publication in an acceptable outlet within the last three



- (3) years of application shall not be considered for promotion.
- (c) For an article in a journal publication (be it home-based/national/international) to be countenanced for promotion, the downloadable full version or abstract of such article shall be available online on the journal/publisher web page.
  - (d) A minimum of 70% of the total number of publications submitted for promotion assessment shall be full research articles in acceptable journal outlets.
  - (e) A minimum of 50% of international publications shall be in acceptable international journal outlets.
  - (f) Any member of the academic staff who, while in the service of the University of Ilorin, publishes journal articles and does not reference the University of Ilorin, will not have the article countenanced for promotion.
  - (g) For the purpose of standardisation, all books to be used for promotion shall be accredited by the Library and Publications Committee. Applicants shall present accreditation certificates to the Departmental/Faculty/College Promotions Panels and the A&PC before such books are countenanced for promotion.
  - (h) The University shall countenance articles not uploaded on a journal website if it was established that the article was published when the journal was offline but the publisher has not up-loaded the backlogs into its online archives.
  - (i) Any publishing outfit, which does not have a web address, or has, but does not display its abstract/downloadable version of its publications on its website shall not be recognised.
  - (j) Publications in journal outlets owned by a single individual shall not be countenanced for the purpose of promotion.
  - (k) Not minding the quality of the outlets, the University shall not countenance publications floated by student bodies for the purpose of promotion.

- (l) Publications by institutions below the status of a University shall not be countenanced for promotion.
  - (m) Publications by non-academic organisations such as University Teaching Hospitals/Federal Medical Centres or their equivalents shall not be countenanced for the purpose of promotion.
  - (n) The A&PC shall reserve the right to reject any publication outlet or journal with a proven lack of integrity in its publication process or whose ownership is in contention. Therefore, academic staff are expected to thoroughly scrutinise publication outlets before submitting their articles there.
  - (o) Academic staff aspiring for promotion exercise at any level shall have registered with Google Scholar, Scopus and or any other academic databases (as may be prescribed by A&PC from time to time) using his University of Ilorin e-mail address. This shall be one of the preconditions for qualification for promotion. Departmental and Faculty promotion panels shall ensure total compliance with this regulation.
- (viii) Guidelines for Scoring of Publications
- (a) Single authorship in a publication shall be entitled to 100% of the score awarded to the publication in an acceptable outlet.
  - (b) In Joint or Multiple authorship, the lead author shall be entitled to 100
  - (c) % while other authors shall earn 70%. The hierarchy of authorship must be clearly stated in each of the publications submitted for assessment.
  - (d) A candidate shall be required to be the lead author in at least 20%, 30% and 40% of his publications for Senior Lecturer, Readership and Professorship positions, respectively.
  - (e) Staff aspiring for various positions are expected to have the following number of publications:
    - (i) Professorship: An applicant for this position shall present a minimum of 24 publications in credible and acceptable publication outlets, 30% of which

- shall be international outlets. However, a minimum of 50% of the international publications shall be in journal outlets (with at least one article in a Scopus-indexed journal) and the candidate must be the lead author in at least 50% of those articles.
- (ii) Readership: An applicant for this position shall present a minimum of 20 publications in acceptable publication outlets, 20% of which shall be international outlets. However, a minimum of 50% of the international publications shall be in journal outlets and the candidate must be the lead author in at least 50% of those articles.
  - (iii) Senior Lectureship: An applicant for this position shall present a minimum of 16 publications in acceptable publication outlets, 10% of which shall be international outlets.
  - (iv) Lecturer I: An applicant for this position shall present a minimum of 8 publications in acceptable publication outlets.
  - (v) Lecturer II: An applicant for this position shall present a minimum of 4 publications in acceptable publication outlets.
- (e) The publications of a member of staff aspiring for a full Professorship and Readership positions shall have 70% and 60% research focus, respectively, in his discipline.
- (f) An accredited Book shall attract a maximum of 5 points.
- (i) For the purpose of promotion, a book shall be regarded as any publication with not less than 100 pages (cover pages excluded), in Times New Roman font size 12, single line spacing and must have ISBN. Any publication that is less than 100 pages shall be regarded as a monograph.
  - (ii) Evidence of rigorous peer review of such book shall be presented to the Library and Publications Committee for the purpose of accreditation.
  - (iii) Such a book shall be in the candidate's core research area.

- (iv) Such a book must have been published by a reputable publisher either locally or internationally or by an academic unit of a University, research centre or academic professional body.
- (v) For international books, the publishers shall be academic units at the University Level, recognised Research Institutes, recognised Professional Bodies or reputable corporate international publishers outside the country, who shall have verifiable web addresses and acceptable levels of branches across the continent/globe.
- (vi) Textbooks published for primary and secondary schools shall not be scored under publication but may be graded under community service.
- (vii) A chapter in an accredited book shall attract a maximum of 2 points, subject to a maximum of two chapters in the same book.
- (g) A refereed monograph shall attract a maximum of 2 points, subject to a maximum of 2 monographs.
- (h) A full research journal article shall attract a maximum of three (3) points, subject to a maximum of two articles in a journal for assessment and not more than two articles in an issue of a journal. However, the limitations as to the number of articles in a journal or an issue shall not be applicable to those published in Scopus-indexed journals.
- (i) The University shall not accept any publication in the predatory list as contained in the Beal List of Predatory Journals and Publishers (<https://beallist.weebly.com>) as updated from time to time. However, any journal article published by any staff before 2011 and is in the current predatory list shall be countenanced for the purpose of promotion exercise in the University.
- (j) The University shall adopt the ranking made by Scimago's Scientific Journal ranking (SJR) as contained in

- Journal Citation Reports (JCR) of Thomson Reuters in grading staff publications.
- (k) Any publication that is listed in a predatory outlet, but indexed in the Scopus database or ranked by Scimago, shall not be countenanced for the purpose of promotion
  - (l) A review article shall attract a maximum of 2 points, subject to a maximum of 3.
  - (m) Case reports/Reviews shall attract a maximum of one (1) point each, subject to a maximum of three (3) and four (4) of such reports for Professorial and Senior Lecturer positions, respectively.
  - (n) Technical notes/Short communication/ Book Reviews/Letters to the Editor shall attract a maximum of one point each, subject to a maximum of 3 of such writings.

(o) SCORING OF PUBLICATIONS

- (i) Table 1 shows the format for scoring various categories of journal publications.

**TABLE 1: FORMAT FOR SCORING OF VARIOUS CATEGORIES OF JOURNAL PUBLICATIONS**

Quartile	Full Research Article (Score)	Review Article (Score)	Case reports/review, Tech. notes, short comm., Book Review, Letters to the Editor (Score)
Q1 Journals	2.89-3.00	1.92 - 2.00	0.96 - 1.00
Q2 Journals	2.77- 2.88	1.84 - 1.90	0.92 - 0.95
Q3 Journals	2.64-2.76	1.76 - 1.82	0.88 - 0.91

Q4 Journals	2.51- 2.63	1.68 1.74	-	0.84 – 0.87
Scopus-indexed journals	2.1- 2.50	1.54 1.66	-	0.77 – 0.83
Other recognised journals	0.00- 2.0	0.00 1.52	-	0.00 – 0.76

- (ii) Edited Conference Proceedings shall attract a maximum of 1 point, subject to a maximum of 3 conference proceedings. All conference proceedings shall include the name of the editor(s), the publishers and publishers' web addresses (for international conference proceedings).
- (iii) Commissioned Technical Report/Creative Writing shall attract a maximum of 1 point each, subject to a maximum of 3 of such reports or writings. All Technical Reports shall include the commission number the name of the commissioning bodies and their addresses. If international, such reports shall contain the web address of the commissioned organisation for verification of the Promotions Panels.
- (iv) An accredited instructional textbook shall attract a maximum of 3 points, while a chapter in such a book shall attract 1 point, subject to a maximum of 2 chapters in the same book.
- (v) A maximum of 3 points shall be awarded for each patent, subject to a maximum of 3 of such patents.
- (vi) A maximum of 3 points shall be awarded for each of creative works/certified designs, subject to a maximum of 3 of such creative works/certified designs.
- (vii) For consistency of scoring publications, marks that have been awarded to publications in previous assessments of the candidate's publications shall be banked for the purpose of scoring in future assessments. Provosts/Deans/Heads of Departments shall ensure total compliance with this regulation.

- (viii) Marks shall be awarded for each publication, bearing in mind its relevance, originality and contribution to knowledge.
- (ix) The minimum score in respect of publications required for promotion/appointment to the following grades shall be:
- |                 |   |                  |
|-----------------|---|------------------|
| Professor       | - | 28 points        |
| Reader          | - | 24 points        |
| Senior Lecturer | - | 16 points        |
| Lecturer I      | - | 8 points         |
| Lecturer II     | - | 4 points / Ph.D. |
- (x) In outstanding/exceptional cases, a Senior Lecturer seeking accelerated promotion to the rank of Professor shall meet the following conditions:
- (a) He should have spent a minimum of five (5) years in the Senior Lectureship cadre.
  - (b) He should not have applied for promotion in the last five (5) years;
  - (c) He should have published a minimum of 36 publications in acceptable outlets,
    - (vi) He should meet, in respect of the spread of publication outlets, 20%, 40% and 40% for acceptable home-based, national and international outlets, respectively. The 40% spread for the international outlets shall be the minimum while those specified for the home-based and national outlets shall be the maximum with the home-based not more than 20%. However, a minimum of 60% of the international publications shall be in journal outlets (with at least two articles in a Scopus-indexed journal) and the candidate must be lead author in at least 50% of those articles.
- (xi) Administrative Experience/Service to Community (Maximum of 10 points)
- (a) The scores are to be applied as follows:
    - (i) Departmental statutory assignment (2 points maximum)

- (ii) Faculty statutory assignments (2 points maximum)
  - (iii) University-wide statutory assignments (2 points maximum)
  - (iv) Community-based assignments (2 points maximum)
  - (v) National/international assignments(2 points maximum)
- (b) A maximum of 1 point each shall be awarded to every assignment at each of the levels
- (c) The minimum points required for the promotion of staff shall be as follows:
- (i) Assistant Lecturer - L2 = Minimum of 2.5 points
  - (ii) L2 - L1 = Minimum of 4 points
  - (iii) L1- Senior Lecturer = Minimum of 5.5 points
  - (iv) SL- Reader =Minimum of 6.5 points
  - (v) Reader-Professor =Minimum of 7 points
- (d) Any staff (in each of the categories) who fails to meet this minimum number of points shall be DENIED promotion.

N.B.:

- (i) Departmental statutory assignment - Any assignment given to staff by the Head of Departmental and/or Departmental Board, whose impact revolves only in the Department.
- (ii) Faculty statutory assignment - Any assignment given to staff by the Dean and/or Faculty Board, whose impact revolves only in the Faculty.
- (iii) University-wide statutory assignment: Any assignment given to staff by the Vice-Chancellor or an appropriate organ of the University, whose impact revolves generally around the University.
- (iv) Community-based assignment: Any assignment given to staff by his/her local community/government, traditional and religious organisations/groups.



- (v) National/international assignment: Any assignment given to staff by the State or Federal government/professional bodies/international organisations, as the case may be, whose impact is national/global.
- (xii) Academic/Professional Distinction e.g. University scholars, prizes won at the University level, Fulbright, Commonwealth, etc. (Maximum of 3 points).
- (xiii) Active participation/currency of conference attendance (maximum of 3 points): One point shall be awarded for each year in the last three consecutive years that a member of staff attends and actively participates in conferences, provided the conference attended is not the same as those cited in the conference proceedings used for promotion during the same period. Applicants shall submit evidence of conference attendance to the Departmental/Faculty/College Promotion Panels and the A&PC.
- (xiv) Postgraduate supervision (where applicable; maximum of 3 points).
  - (a) Candidates aspiring for the post of Senior Lecturer and above shall provide evidence of postgraduate student supervision.
  - (b) 0.5 points each shall be awarded for successful supervision of Master students while 1 point shall be awarded for successful supervision of PhD students, subject to a maximum of 3 points).
- (xv) Currency of Publications – 3 points a maximum of 1 point for each year of publication in the last 3 years including the current year.
- (xvi) Whenever an article is rejected, the A&PC shall write to the member of staff concerned that such a paper should not be included in those to be sent out for External Assessment. If included, it will automatically be the end of the prima facie qualification for the candidate's appointment.

(xvii) **TABLE 2: FORMAT FOR SPREAD OF PUBLICATIONS**

Rank	Percentage (%) of Spread of Publications		
	Home-Based Publication*	National Publications**	International Publications***
Lecturer I	50	50	0
Senior Lecturer	40	50	10
Reader	30	50	20
Professor	20	50	30

- (a) Academic staff that have more national and international publications shall be allowed to make for any shortfall in the percentage under home-based publications;
- (b) The required percentage in international publications shall be seen as the minimum rather than the maximum; and
- (c) Any percentage in excess of the minimum in international publications shall be to the advantage of the staff.

\*Home-Based Publications: Any acceptable publication published by the Department/Faculty/University, Academic Institutes (that have Professors), and reputable acceptable corporate publishers within the writers' state of assignment.

\*\*National Publications: Any acceptable publication published by the Department/Faculty/University/Academic Institutes/National Professional Association/reputable acceptable corporate publishers outside the writers' state of assignment but within Nigeria. The University does not recognise publications from the branch of a National Professional Association.

\*\*\*International Publications: Articles in Journals/Chapters in books published outside Nigeria by academic/registered professional bodies/research institutes/acceptable corporate publishers. However, journals published within Nigeria that are indexed in Scopus or Web of Science (ISI) with acceptable international spread of contributors and Editorial Board shall be considered as international. In addition, the following

percentage (%) international spread of contributors shall be met:

- (i) The contributors to the articles in those journals shall be, at least 30%, non-Nigerians.
- (ii) For a chapter in a book to be accepted as international, a minimum of 20% of the contributors to the entire book shall be non-Nigerians.
- (iii) For a conference proceeding to be accepted as international, 20% of the contributors to the proceedings shall be non-Nigerians.
- (iv) Nigerian authorship means any academic who resides and plies his profession in Nigeria. It shall not apply to Nigerian academics in the diaspora.
- (xviii) Deans are to come to Promotion meetings with original letters of acceptance of articles or the reprints containing the Publications being scored for the promotions of their staff.
- (xix) **TABLE 3: SCORING OF ASSESSMENT CRITERIA**

<b>S/ N</b>	<b>Criteria for Assessment</b>	<b>Maximum Points Obtainable</b>	<b>Points Obtained</b>
i.	Academic Qualification	10	
ii.	Professional Qualification (where applicable)	5	
iii.	Teaching Experience	10	
iv.	Teaching Load	5	
v.	Quality of Teaching	5	
vi.	Recognized Publication	40	
vii.	Administrative Experience/Community Service	10	
viii.	Academic Distinction	3	
ix.	Currency of Publication	3	
x.	Postgraduate supervision (where applicable)	3	
xi.	Active participation/Currency of Conferences	3	
xii.	Interview performance (where	3	

	applicable)		
	Total	100	

9.9.3 Minimum Score for Promotion (Teaching/Research Staff).

The percentage score shall be calculated on parameters applicable to each candidate. The minimum percentage score for promotion to each academic position or equivalent shall be as follows:

Professor	-	70%
Reader	-	65%
Senior Lecturer	-	55%
Lecturer I	-	40%
Lecturer II	-	25%

Assessment form score at interview

9.9.4 To be eligible for promotion to Senior Lecturer and beyond, a member of the academic staff must possess the degree of a Ph.D. in the field of his academic engagement.

9.9.5 Professional qualifications will not be countenanced in preference for academic qualifications in the scoring for promotion of academic staff.

9.9.6 Among others, the following sharp and un scholarly practices shall be treated as serious academic fraud and if proven, shall attract severe sanction:

- (a) Recycling of papers, an act of self-plagiarism in which the candidate re-publishes a publication with some deceptive modification to earn undue advantage;
- (b) Salami slicing is a fraudulent act of cutting portions of different publications (which may or may not belong to the candidate) and turning them into an incoherent mish-mash which is a clever but deceptive form of plagiarism;
- (c) Inauspicious use of language as manifested in poor mechanics, weak logic, inappropriate style and poor editorial finishing;
- (d) Forging results that never emanated from actual research efforts; and
- (e) An attachment to online journals being sponsored and run by hurriedly contrived professional associations with

a grossly lopsided membership sometimes in favour of Nigerians.

**9.10.0 PROMOTION OF ACADEMIC MEMBERS OF THE LIBRARY STAFF:**

- 9.10.1 Assessment for the promotion of an academic member of the Library staff shall be based on professional competence, research publications, administrative effectiveness and contribution to national and University development.
- 9.10.2 Professional competencies shall be assessed in terms of performance on the job, including the quality and quantity of output as well as in terms of the effectiveness of the services rendered.
- 9.10.3 Any work to be considered as a publication must have actually appeared in print or been accepted for publication in accordance with Regulations 9.8.3 and 9.8.4 above as appropriate.
- 9.10.4 The Head of Division in the Library or the University Librarian (in the case of an Ag. Headship) shall, in his recommendation, indicate and comment upon the administrative experience and effectiveness of the member of staff concerned as well as on any contribution to national and/or University development by the member of staff.

**9.11.0 ASSESSMENT AND WEIGHTING FOR PROMOTION (LIBRARY ACADEMIC STAFF):**

- 9.11.1 A points system shall be used in the assessment and weighting of Library Academic Staff for promotion.
- 9.11.2 For such category of staff, the points shall be as follows:
  - (i) Academic Qualifications (Maximum points of 10)
    - (a) A Doctoral Degree
      - 10 points
    - (b) A master's degree (obtained by research e.g. M. Phil)
      - 8 points

- (c) A Master's Degree (obtained by course work)
  - 6 points
- (d) A First Class Honours Degree
  - 5 points
- (e) A Second Class Honours Upper Division Degree
  - 4 points
- (f) A Second Class Honours Lower Division Degree
  - 3 points
- (ii) Professional Qualifications - 5 points
- (iii) Length of professional experience - 10 points
 

1 point shall be awarded for each year of full-time professional practice on the grade of Assistant Librarian or above in a University Library, or ½ point for each year of professional practice in other types of Libraries.
- (iv) Work Load
 

1 point shall be awarded for every eight hours of work per week, up to a maximum of 5 points.
- (v) Quality of Service- - 5 points
 

Evaluation of the quality of service shall be based on professional competence, dedication to duty, administrative effectiveness, and human relations as assessed by the appropriate Head of Division.
- (vi) Interview performance (where applicable) -3 points.
 

Where there is a tie, interview performance shall be assessed and taken into consideration before promotion.
- (vii) Active participation/currency of conference attendance (maximum of 3 points): One point shall be awarded for each year in the last three consecutive years that a member of staff attends and actively participates in conferences, provided the conferences attended are not the same as those cited in the conference proceedings used for promotion during the same period. Applicants shall submit evidence of conference attendance to the Library Promotions Panels and the A&PC.
- (viii) Publications
  - (a) As applicable to academic staff.

- (b) Minimum of scores in respect of publication required for promotion or appointment to the following grades shall be:
- |                             |   |           |
|-----------------------------|---|-----------|
| University Librarian        | - | 28 points |
| Deputy University Librarian | - | 24 points |
| Principal Librarian         | - | 16 points |
| Senior Librarian            | - | 8 points  |
| Librarian I                 | - | 4 points  |
- (ix) Administrative Experience/Service in Community - 10 points
- (x) Academic Distinction - 3 points
- (xi) Postgraduate supervision (where applicable) as provided in the relevant portion of regulations 9.9.2: - 3 points
- (xii) Currency of Publications - 3 points a maximum of 1 point for each year of publication in the last 3 years including the current year

**9.11.3 MINIMUM PERCENTAGE SCORE REQUIRED FOR PROMOTION/APPOINTMENT (LIBRARY STAFF):**

The percentage score shall be calculated on parameters applicable to each candidate. The minimum percentage scores required for promotion/appointment to each of the following posts shall be:

University Librarian	-	70%
Deputy University Librarian	-	65%
Principal Librarian	-	55%
Senior Librarian	-	40%
Librarian I	-	25%

**9.11.4 THE POST OF UNIVERSITY LIBRARIAN:**

In accordance with the provisions of the University of Ilorin Act, the post of the University Librarian shall be filled by appointment only.

**9.12.0 EXTERNAL ASSESSMENT:**

9.12.1 The advice of three (3) assessors shall be required where the appointment is to the grade of Deputy University Librarian or University Librarian.

9.12.2 The procedure for the appointment of external assessors as well as for the external assessment of publications shall be in accordance with the provisions of regulations 2.7.0, 2.8.0, and 2.9.0, except that in the case of Library Academic Staff, the University Librarian shall perform the functions of the Dean of Faculty (or Provost of a College) and if the post is that of a University Librarian, the Vice-Chancellor shall perform such a function.

**9.13.0 (ADMINISTRATIVE AND PROFESSIONAL STAFF):**

9.13.1 There shall be separate Promotion Panels set up for the promotion of members of staff of the Registry, the Bursary, the Works Department, the University Health Services, the Security Unit, Computer Services and Information Technology (COMSIT) Unit and the Vice-Chancellor's Office. Each of such panels shall consist of the appropriate Head of Department as Chairman, his Deputies and/or Heads of the various Units or Divisions within the Department.

9.13.2 Each Promotions Panel shall receive the assessment made by the Heads of the constituent Units or Divisions of the Department concerned as well as those made by Deans of Faculties, Provosts of Colleges and Heads of non-academic Departments. Employing the criteria set out in Regulations 9.14.0 and 9.15.0 below, it shall further make its own assessment of the suitability of each member of staff concerned for promotion.

**9.14.0 ASSESSMENT FOR APPOINTMENT AND PROMOTION (ADMINISTRATIVE AND PROFESSIONAL STAFF):**

9.14.1 Assessment of administrative staff for promotion shall be based on qualification, experience, annual performance evaluation report for the preceding two (2) years, and performance at an evaluation examination. The panellists for the promotion interview for non-teaching staff shall include an external expert in the relevant field of specialisation and Representatives of the Registrar from the Directorate of Human Resources.



- 9.14.2 Appointment to the post of Deputy Registrar and its equivalent shall be by promotion. External Advertisements shall be placed only when no internal staff member(s) is/are found to be qualified for the position(s).

**9.15.0 ASSESSMENT FOR APPOINTMENT AND PROMOTION OF TECHNICAL STAFF:**

- 9.15.1 Assessment of technical staff for appointment and promotion shall be based on qualification, post-qualification experience and annual performance evaluation reports for the preceding two (2) years.
- 9.15.2 Practical examination in the relevant area shall constitute 50% of such assessment.
- 9.15.3 Promotion to the post of Assistant Chief Technologist or Chief Technologist and their equivalent shall be based on criteria specified in sections **9.15.1** and **9.15.2** above as well as an interview/examination performance.

**9.16.0 SUBMISSION OF RECOMMENDATIONS FOR PROMOTION TO THE APPOINTMENTS AND PROMOTION COMMITTEE:**

- 9.16.1 Each appropriate Promotions Panel shall forward to the A&PC for a final decision its reports and recommendations, whether positive or not, in respect of all members of staff considered.
- 9.16.2 Such recommendations shall be accompanied by the relevant curriculum vitae where applicable.

**9.17.0 RIGHT OF APPEAL (PROMOTIONS):**

- 9.17.1 Where an eligible member of staff is not recommended for promotion, such a decision shall be communicated to him immediately so as to enable him to exercise his right of appeal.
- 9.17.2 An appeal pursuant to section 9.17.1 above shall be made through the Head of Department/Unit or Dean/Provost to the A&PC in the first instance. Where there is further need, an appeal may be made through the Vice-Chancellor to the Council.

### 9.17.3 **Glossary of Terms**

**Research Article:** Any article that reports the results of original research, assesses its contribution to the body of knowledge in a given area, and is published in a peer-reviewed scholarly journal.

**Review Article:** An *article* that summarises the current state of understanding on a topic. It surveys and summarises previously published studies, rather than reporting new facts or analyses.

**Case Reports:** A detailed report of the diagnosis, treatment, and follow-up of an individual patient.

**Case Review:** A review of a [situation](#) or system or its formal examination by an authority in the field. This is usually done in order to [see](#) whether it can be [improved](#) upon or corrected.

**Short Communication:** It is a short paper that presents original and significant material for rapid dissemination. For example, it may focus on a particular aspect of a problem or a new finding that is expected to have a significant impact.

**Letter to the Editor/Peer Commentary:** It is usually a published open post-publication review of a paper, often critical of some aspects of the original paper in a journal.

**Technical Notes:** It is a short article giving a brief description of a specific development, technique or procedure, or it may describe a modification of an existing technique, procedure or device.

**Book:** A peer-reviewed printed work consisting of pages glued or sewn together along one side and bound in covers.

**Chapters in Books:** These are peer-reviewed chapters, usually written by different authors who are experts in their fields and are contained in book form.

**Book Review:** A critical description, evaluation, or analysis of a book published in a peer-reviewed journal.

**Instructional Textbook:** This is a book used as a standard source of information for formal study of a subject and an instrument for teaching and learning that is useful to university teachers, researchers and students.

**Chapters in Instructional Textbooks:** These are peer-reviewed chapters, usually written by different authors, who are experts in their fields in an instructional textbook.

**Monograph:** A detailed written study of a single specialised subject or an aspect of it.

**Edited Conference Proceedings:** It is the published record of a conference, congress, symposium, or other meetings sponsored by a society or association.

**Technical Report:** It is a document written by a researcher, detailing the results of a project and submitted to the sponsor of that project.

**Creative Writing:** This is writing that imaginatively expresses ideas and thoughts. It includes novels, poems, [epics](#), short stories, screenplays, play texts, designed portfolios, liberators, songs, television scripts, etc.

**Patent:** A registered invention in which the property right is granted by a sovereign authority exclusively to an inventor.

**Creative Work:** The original, imaginative, inventive, inspired development of something with artistic elements, including fine artwork (sculpture, paintings, drawing, sketching, performance art), dance, filmmaking, and musical compositions.

**Certified Design:** Realisation of a concept or idea into a configuration, drawing, model, mould, pattern, plan or specification (on which the certified actual or commercial production of an item is based), and which helps achieve the item's designated objective(s).

**Lead author:** This is the first named author of a publication.

# CHAPTER 10

## MEDICAL SERVICES

### **10.1.0 PROVISION OF MEDICAL SERVICES:**

- 10.1.1 There shall be a University Medical Services Scheme maintained for the benefit of members of staff and their families as prescribed by the NHIS Act Cap N42 Laws of Federation of Nigeria 2010.
- 10.1.2 A member of staff, the husband/wife and up to four (4) children under the age of 18 years shall be entitled to medical care under the University Medical Services Scheme as may be in force from time to time.
- 10.1.3 No other person(s) outside the family captured by the NHIS shall be allowed to use the NHIS registration number of the captured family at the University Health Centre
- 10.1.4 Non-registered members of the captured family may use the family NHIS registration number at the University Health Centre at the full cost of treatment.
- 10.1.5 Where in the opinion of the Director of University Health Services, facilities at the University Health Centre are deemed inadequate for a particular case, referral shall be made to the nearest University Teaching/Government Hospital or government-approved private hospital in situations where the University Teaching/ Government hospital is incapacitated.
- 10.1.6 Treatment in any other hospital, unless otherwise approved by the Director of University Health Services, shall be at the expense of the member of staff concerned.

### **10.2.0 TREATMENT OVERSEAS:**

- 10.2.1 Overseas medical treatment may be undertaken only:
  - (i) When appropriate treatment is not available in the country as certified by the Director of Health Services and recommended by the Board of Health;

- (ii) When illness occurred abroad while on an approved University trip on a University business or attendance at conferences and subject to the provision of a health insurance policy which must be undertaken by staff in all such official trips as in 10.3.1 below:
- 10.2.2 When appropriate treatment is not available in the country as certified by the Director of Health Services and recommended by the Board of Health, the University, subject to availability of funds, may assist the member of staff with any or combination of the following:
- (i) transportation of patient to and from the country where treatment is rendered;
  - (ii) transportation of medical personnel/escort where indicated by the patient's condition and so recommended by the specialist/Board of Health.
  - (iii) Either
    - (a) hospital bills including all forms of prescribed treatment, investigations, accommodation and meals for in-patients;
- OR
- (b) cost of prescribed out-patient treatment, drugs and investigations including appropriate per diem allowance to take care of hotel accommodation, feeding, transportation and other incidental expenses.
- 10.2.3 Full or partial payment for medical treatment of staff shall be subject to availability of funds and any other condition which may be in force from time to time.

#### **10.2.4 PROCEDURE FOR OVERSEAS TREATMENT:**

The applicant is expected to submit the following documents to the Director of University Health Services for the consideration of the University Board of Health:

- (i) Medical report from the Consultant specialist handling the medical challenge(s)
- (ii) Communication in writing from the Hospital of choice abroad
- (iii) Cost implication for the treatment

10.2.5 The staff/applicant shall secure the necessary approval before proceeding with treatment abroad.

### **10.3.0 HEALTH INSURANCE:**

10.3.1 Each member of staff going abroad on official University business or an approved sabbatical leave, study leave or staff development leave, shall be required to take a health insurance policy where such policy exists, and the University shall reimburse him the cost of the premium paid.

### **10.4.0 PROVISION OF MEDICAL AIDS:**

10.4.1 The University shall not be responsible for the cost of dentures, gold filling, spectacles and other medical aids and equipment unless they are certified to have become necessary as a result of an accident to the member of staff arising out of and in the course of his official duties.

### **10.5.0 MEDICAL ASSESSMENT:**

#### **10.5.1 MEDICAL EXAMINATION IN SERVICE:**

10.5.2 Once every year, every member of staff is encouraged to present himself at the University Health Centre for medical examination to certify that he is of sound health and fit to continue in service.

10.5.3 Where the Director of Health Services is of the opinion that the health of a sick member of staff is unlikely to permit the discharge of his normal duties, he shall constitute a Medical Assessment Panel to determine the state of fitness of such staff member to continue in the service of the University. The report of the Panel which shall be submitted to the Council through the Vice-Chancellor shall state whether permanent or temporary infirmity is recommended.

10.5.4 A member of staff who is adjudged permanently invalid shall be so informed forthwith and his appointment may be determined in accordance with the terms of his letter of appointment.

10.5.5 The member of staff shall be paid his accrued terminal benefits including the cost of transportation to his hometown at the rate specified in regulation 6.2.0.

10.5.6 A member of staff who is declared invalid shall be entitled to an ex-gratia payment of 6 (six) months' salary provided that he has served the University for not less than 3 (three) years.

# CHAPTER 11

## **DISENGAGEMENT FROM THE UNIVERSITY SERVICE**

### **11.1.0 UNIVERSITY PENSION SCHEME:**

11.1.1 There shall be a Pension Scheme in accordance with the provision of the Pension Reform Act **2004 (as amended)** or as may be directed by the Federal Government from time to time.

### **11.2.0 FORMS OF DISENGAGEMENT FROM THE UNIVERSITY SERVICE:**

11.2.1

- (a) Normal retirement
- (b) Compulsory retirement
- (c) Voluntary retirement
- (d) Resignation of Appointment
- (e) Termination of Appointment /Dismissal
- (f) Withdrawal of Service
- (g) Death

### **11.3.0 AGE OF NORMAL RETIREMENT:**

11.3.1

- (a) The normal retirement age for the academic staff on the Professorial cadre shall be 70 years.
- (b) Other Academic and Non-teaching staff shall retire at 65 years.

Retiring Officers are expected to take necessary measures to put their records in order to facilitate the speedy processing of their retirement benefits.

### **11.4.0 COMPULSORY RETIREMENT:**

11.4.1 A member of staff may be compulsorily retired on medical grounds, abolition of office, or as a disciplinary action.

### **11.5.0 VOLUNTARY RETIREMENT:**



11.5.1 Any member of staff may retire voluntarily at an age below compulsory retirement.

**11.6.0 RESIGNATION OF APPOINTMENT / TERMINATION OF APPOINTMENT / DISMISSAL:**

11.6.1 A member of staff may resign his appointment by giving due notice or pay in lieu of notice as stipulated in section 2.29.0 provided that he is not under a bond with the University.

11.6.2 By the provisions of Regulation 15 of the Pension Reform Act 2004, all previous pensionable service is forfeited on resignation and cannot be taken into account for pension purposes if the officer is subsequently re-employed except where, under certain circumstances, such a break in service has been condoned by the Office of Establishments and Pension.

11.6.3 Where a member of staff is dismissed from service or his appointment terminated in accordance with the provisions in 8.6.0 and 8.7.0, the provisions of the Pension Reform Act 2004 (as amended) shall apply.

11.6.4 Where a member of staff is dismissed from service or his appointment terminated in accordance with the provisions in 8.6.0 and 8.7.0, the provisions of the Pension Reform Act 2004 (as amended) shall apply.

**11.7.0 WITHDRAWAL OF SERVICE:**

11.7.1 Where a member of staff has an intention to take up another appointment elsewhere and to transfer his service to the new employer, he shall apply for withdrawal of service.

11.7.2 A member of staff may be allowed to withdraw his service, provided he is not under a bond with the University.

**11.8.0 DEATH BENEFIT:**

11.8.1 Where a member of staff dies in service, the benefits due to him as prescribed by the Pension Reform Act 2004 (as amended) shall be payable to his legal representative or to any person designated by him during his lifetime as his survivor. 'Survivors' are those persons whose names are furnished by the member

of staff as next-of-kin in his record of service, which is kept in the records office of the Directorate of Human Resources.

**11.9.0 CONTINUOUS SERVICE:**

11.9.1 For the purpose of these conditions of service, continuous service shall mean an unbroken period of public service, which may include any service transferred from other approved arms of the public service of Nigeria.

11.9.2 Where a break occurs in a member of staff's period of Public Service, such a break shall be disregarded if it has been condoned by the Federal Ministry of Establishment on the representation made by the member of staff concerned through the University.

**11.10.0 GROUP PERSONAL ACCIDENT INSURANCE POLICY:**

11.10.1 In accordance with the prevailing policy, each member of staff shall be covered twenty-four (24) hours a day under a Group Personal Accident Insurance Policy.

**11.11.0 INJURY PENSION:**

11.11.1 Where a member of staff sustains grievous bodily injury in the course of his duties, he shall be compensated in accordance with the provision in Section 11.10.1 above.

**11.12.0 PAYMENTS OF BENEFITS TO THE ESTATE OF A MEMBER OF STAFF REPORTED MISSING:**

11.12.1 Where an employee is missing and is not found within a period of one (1) year from the date he was declared missing, and a Board of Inquiry set up by the Governing Council makes a determination that having regards to available information and all relevant circumstances, it is reasonable to presume that the employee is dead, the presumed dead employee's estate may be paid the applicable benefits on approval by the Council subject to regulation 11.11.1 above.

# CHAPTER 12

## MISCELLANEOUS

### **12.1.0 PUBLICATIONS:**

- 12.1.1 A member of staff is not prohibited from publishing the results of his research or expressing an opinion on matters of public interest, except that:
- (a) where work is undertaken concerning the activities of Governments or public bodies in Nigeria, the provisions of the legislation relating to official secrets shall be applicable;
  - (b) matters of a confidential nature, concerning the University, shall not be published or disclosed to outside parties by any member of staff of the University, without the approval of the Vice-Chancellor in writing.

### **12.2.0 CODE OF CONDUCT OR STANDING ORDER FOR INTERNAL MEMBERS OF COUNCIL, ELECTED AND APPOINTED STAFF (AS APPROVED BY COUNCIL) ON MEMBERSHIP OF UNIONS:**

- 12.2.1 All University staff are free to join their respective Unions, however, all officers that are part of Management such as Internal Council Members, Provost(s)/Deans, Heads of Departments, Directors and Principal Officers must be aware of their responsibilities.
- 12.2.2 All such Officers are part of Management for as long as they hold such Management positions which they voluntarily took up.
- 12.2.3 They must ensure the smooth running of the University at all times. Failure to do this is a dereliction of duty.
- 12.2.4 They cannot participate in any strike action as doing so is tantamount to going on strike against themselves.
- 12.2.5 Violation of 12.2.4 above should be seen as an act of misconduct and should attract punitive measures as considered appropriate.

**12.3.0 ON LEAKAGE OF CLASSIFIED INFORMATION:**

12.3.1 Council Members, Principal Officers, Deans/Provost(s) should swear to an Oath of Secrecy and Allegiance to the University to prevent officers from divulging official secrets and enable enforcement of sanctions where acts of misconduct are established.

**12.4.0 ON SANCTIONS:**

12.4.1 Any violation of the Standing Orders above shall constitute an act of misconduct. In addition, any internal member found guilty shall be automatically suspended for not more than six months while he shall be referred to the Staff Disciplinary and Appeal Committee for further appropriate sanction.

12.4.2 Any member of the Council found guilty of divulging any classified information shall automatically be suspended from the Council for not more than six months unless he purges himself of his wrongdoing by writing a letter of apology to the satisfaction of the Council.

**12.5.0 OATH OF SECRECY:**

12.5.1 Every member of staff on the assumption of duty should be made to swear to an oath of secrecy and endorse the same as rendered below:

I..... swear that I will not directly or indirectly communicate or reveal any matter to any person which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my duties or as may be specifically permitted by the appropriate/authorised person or body.  
So help me GOD.

.....  
Signature and Date

## **12.6.0 UNIFORMS:**

### 12.6.1

- (a) All employees who are required to wear uniforms including boots, while on duty, shall be provided with them at the expense of the University. The uniforms so provided shall be replaceable not less than once every two (2) years.
- (b) It shall be an offence for this category of staff not to wear the uniforms provided while on duty.
- (c) Employees shall be responsible for the maintenance of their uniforms and always ensure they are in good condition.
- (d) An employee may be surcharged with the cost of replacement of any lost uniform in his charge or any uniform which has become unserviceable through neglect, lack of care or wilful damage on his part.
- (e) Before leaving the service of the University for any reason whatsoever, any employee issued with uniforms and other University property shall surrender them to his Head of Department/Unit, the failure of which shall attract appropriate sanction.

# APPENDIX

## **A1**

### **KILOMETRE ALLOWANCE:**

Kilometre allowance shall be paid to all officers when travelling to towns and cities where air transport services do not exist at prevailing rates.

## **A2**

### **LEAVE ALLOWANCE:**

As consolidated by the Federal Government

## **A3**

### **TRANSPORT ALLOWANCE:**

This shall be at the prevailing approved rate.

## **A4**

### **MEAL SUBSIDY/PERSONAL ENTERTAINMENT ALLOWANCE:**

As consolidated by the Federal Government.

## **A5**

### **ENTERTAINMENT ALLOWANCE:**

As consolidated by the Federal Government

## **A6**

Domestic/Servant allowance:

As consolidated by the Federal Government

## **A7**

### **UTILITY ALLOWANCE:**

As consolidated by the Federal Government

## **A8**

### **HAZARD ALLOWANCE:**

As consolidated by the Federal Government

## **A9**

### **OFFICIAL ENTERTAINMENT ALLOWANCE:**

As consolidated by the Federal Government

## **A10**

### **RESPONSIBILITY ALLOWANCE:**

This shall be at the prevailing approved rates, where applicable.

## **A11**

### **ACADEMIC STAFF ALLOWANCE**

- (a) Journal Allowance: As consolidated by the Federal Government

- (b) Research Allowance: As consolidated by the Federal Government
- (c) Learned Societies Allowance: As consolidated by the Federal Government
- (d) Examination Supervision Allowance: As consolidated by the Federal Government
- (e) Post-graduate Supervision Allowance: As may be approved by the Senate and the Council from time to time
- (f) Teaching Practice/Industrial Supervision/Field Trip Allowance: As may be approved by the Senate and the Council from time to time
- (g) Excess Workload Allowance: As may be approved by the Senate and the Council from time to time.

