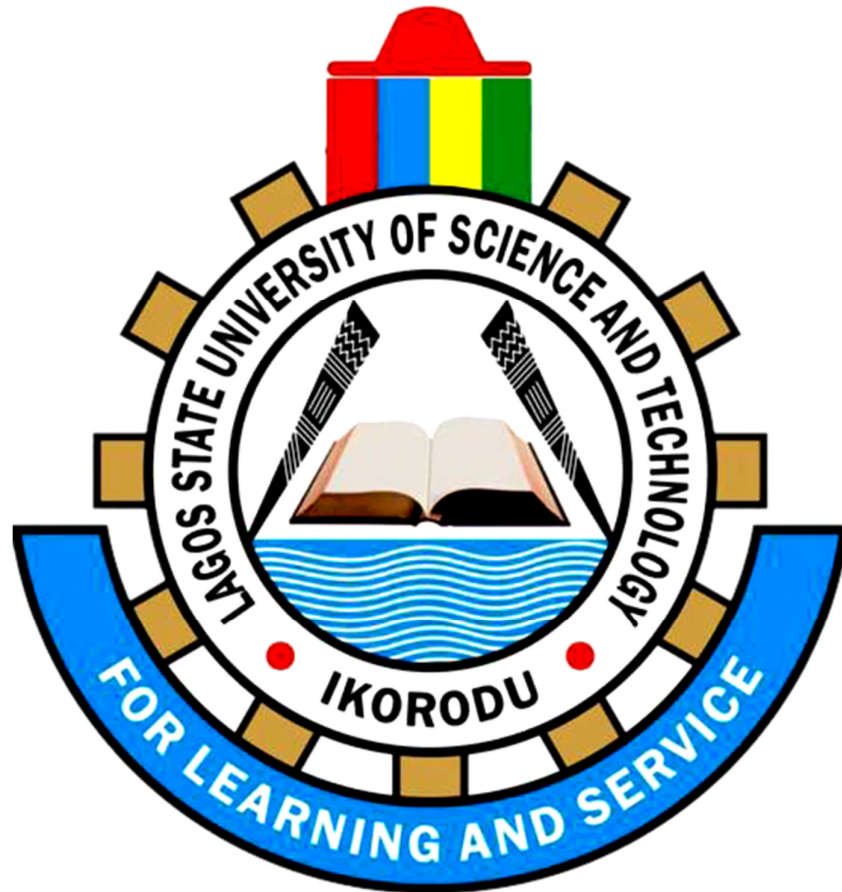


# LAGOS STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY



## APPROVED CONDITIONS OF SERVICE GUIDING SENIOR STAFF

## CHAPTER ONE

### INTRODUCTION

#### 1.0 General

##### 1.1 Citation and Commencement

These Regulations shall be cited as the *“Lagos State University of Science and Technology, Ikorodu, regulations Governing the Conditions of Service of Staff 2022.”*

The powers for the operation of the Regulations derived from the Law establishing the Lagos State University of Science and Technology Ikorodu 2022, and by virtue of all powers enabling in that behalf.

In exercise of the power conferred by the combined effect of Sections 4 (1)(n) and 13(4)(o) of the Lagos State University of Science and Technology Law 2022 and by virtue of all other powers enabling it in that behalf, these regulations governing Conditions of Service of Senior Staff are issued by the Governing Council of the Lagos State University of Science and Technology, Ikorodu.

These regulations shall not be rescinded or amended or otherwise varied other than by subsequent regulations made only by the Governing Council and shall apply to all senior staff employed by the University on permanent, temporary, or contractual basis.

##### 1.2 Application: This Conditions of Service become effective 3<sup>rd</sup> February, 2023

###### 1.2.1 Established Staff

Except where otherwise specified, these Regulations shall apply to established staff in the service of the University and are subject to amendments from time to time by the Governing Council as it deems fit.

###### 1.2.2 Conflict of rules

Where there is any conflict between the provisions of these regulations and the Public Service Rules, the latter shall take precedence.

##### 1.3 Interpretation and Resolution

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

## **1.4 Aims and Objectives**

### **1.4.1 Aims**

The aim of the University is to promote the advancement of learning, knowledge and professional competence through research and impacting positively on the society and maintaining international standards and global ranking. The University is committed to providing students with diverse and inclusive learning environment to stimulate creativity, entrepreneurship and facilitating ethical decisions that support the improvement of mankind

### **1.4.2 Objectives**

The objectives of the University shall be to:

- a. act as an agent or catalyst for the effective and economic utilization exploitation, conservation, and development of State's natural, economic, and human resources through training, research, and innovation;
- b. establish appropriate relationship with other national and international institutions involved in training, research, and development of technologies;
- c. identify the problems and needs of the society and to assist in finding solutions to them within the context of overall national development;
- d. provide facilities for learning, to give instruction and training in such branches of knowledge as the university may desire and in doing so to enable students to obtain the advantage of liberal education;
- e. serve as a major instrument for the implementation of the policy of the State on higher education in science, and technology and related fields;
- f. encourage the advancement of learning and to hold out to all persons without discrimination in terms of race, creed, sex, or political conviction, the opportunity of acquiring a higher education in Science and Technology and related fields and;
- g. do such other things that are incidental or conducive to the attainment of the above objectives.

## **1.5 Motto, Vision and Mission Statement**

### **1.5.1 Motto**

"For Learning and Service".

### **1.5.2 Vision Statement**

To be a Centre of excellence in the provision of scientific and technological education for sustainable development of the human capital for the transformation of the local and national economy.

### **1.5.3 Mission Statement**

To develop and deploy outcomes-based curricula in science and technology to produce highly-skilled human resources for self-reliance and sustainable development.

## **1.6 Core Values**

- Professionalism
- Excellence
- Commitment
- Loyalty
- Integrity
- Accountability
- Knowledge Sharing
- Respect to the Rule of Law
- Effective Communication
- Fairness and Equity
- Transparency
- Innovation
- Entrepreneurship

## **1.7 A Brief History of the University**

Lagos State University of Science and Technology was established in February 2022, inheriting the three campuses, infrastructure and other resources of the Lagos State Polytechnic, its predecessor institution with a history of about 45 years. By virtue of the enactment of the law establishing the University on February 2<sup>nd</sup>, 2022, the predecessor institution - the legacy Polytechnic was transmuted to a University of Science and Technology.

The University received its certificate of recognition from the regulatory body – the National Universities Commission (NUC) and commenced operation on February 8, 2022, vesting on it the authority and approval to commence operation. The University commenced operation in September 2022 with five (5) Colleges and thirty-seven (37) undergraduate programmes.

The University adopts the collegiate system to define and structure its academic programmes. Thus, the five Colleges are:

- College of Agriculture
- College of Applied Social Sciences
- College of Basic Sciences
- College of Engineering and Technology
- College of Environmental Designs and Technology

Education at Lagos State University of Science and Technology shall be guided by its philosophy of “For Learning and Service,” and through innovative programmes, the University seeks to actively promote the development of emerging scientific and technological skills while at the same time desires to produce skilled manpower, that will in the long run play vital roles in the world through exposure to excellent academics worthy of the highest institution of learning.

The University by its mandate is a research-intensive institution, founded to vigorously invest its energy and resources in solving societal problems through cutting-edge research in sciences, technologies and collaboration of industry, academia and government through the Academic Research, Innovation and Development (ARID) and other initiatives.

The University by its research and creative endeavors aspires to develop a worldwide reputation for academic excellence and offer a diverse range of learning opportunities for local and international students. Given the inclusive policy of the University, it shall encourage and attract international scholars to provide a wide expertise of knowledge to broaden the horizon of its students. The University programmes are designed with success, enterprise, and leadership in focus.

The University has the following Directorates as part of its operations:

- Directorate of Academic Planning
- Directorate of Students' Affairs
- Directorate of Internal Quality Assurance
- Directorate, Centre for Entrepreneurship and Skills Acquisition:
- Directorate of Information Communication Technology
- Directorate of Research, Innovations & Developments
- Directorate of Works and Services
- Directorate of Health Administration
  
- Directorate of Information and Public Relations

- Directorate of Legal Services
- Directorate of Human Capacity Development Centre
- Directorate of Online, Distance and Flexible e-Learning (ODFeL)
- Directorate of Collaboration and Partnership
- Directorate of Sports
- Directorate of Internal Audit
- Directorate of Procurement
- LASUSTECH Konsult
- LASUSTECH Ventures
  - i. LASUSTECH Farm – this is run as a commercial farm and equally charged with the responsibility of training students.
  - ii. LASUSTECH Guest house - this provides accommodation and recreational facilities to guests/tourists and offers facilities for the training of students in Hospitality Management Technology.
  - iii. LASUSTECH Bread
  - iv. LASUSTECH Water
  - v. Mechatronics Workshop

## 1.8 Definitions

Except where otherwise indicated in the context, the following terms which appear in the Regulations shall be construed as indicated hereunder:

**A &PC:** Appointments and Promotions Committee.

**Academic Semester:** the duration of a semester shall be fifteen (15) weeks of lectures, one (1) week for revision and two (2) weeks of examination.

**Academic session:** comprises of two (2) consecutive semesters.

**Academic Staff:** members of staff whose primary functions are teaching, research and community services. These terms shall include Librarians and Research Fellows. This category of staff includes the Vice Chancellor, Deputy Vice Chancellors, Professors, Associate Professors, Senior Lecturers, Head of Academic Departments, University Librarian, and Librarians, Lecturers I, II, Assistant Lecturers, Graduate Assistants,

and other persons in the employment of the University engaged in teaching and research in the University to the exclusion of technologists and technical Staff.

**Academic year:** a period not exceeding twelve (12) consecutive months as Senate may approve from time-to-time.

**Accelerated Promotion:** promotion granted to a staff to the next higher salary grade before he/she has completed the required minimum three (3) years maturation period in his/her current salary grade level.

**Amendments:** the provisions of this document or any part thereof may be amended or modified by the authority of the Governing Council.

**Annual Leave:** a total number of approved vacation days to be spent by staff annually within every calendar year according to his salary grade level.

**Appointment:** is the offer made by the University to a staff or an intending staff to fill a vacant position.

**Appointment on Probation:** all first appointments to the pensionable establishment must be on probation. However, an employee/officer confirmed in a lower pensionable office will not be regarded as being on probation in a higher post to which he/she is promoted, nor will an officer seconded or transferred as a confirmed officer from Pensionable Service/Institution elsewhere.

**Budget:** financial forecast of the institution detailing income and expenditure [Estimate of Overhead, Personnel and Capital Costs.

**Board of College:** is the congregation of all academic staff of a College charged with the academic matters in each College

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

**Casual Leave:** is the leave granted for exigencies other than ill health.

**Centre:** any structural component of the University charged with specialized functions as approved by Council.

<b>Cessation:</b>	any point at which one's employment with the University ceases i.e., retirement, resignation, withdrawal, transfer of service, death.
<b>Chancellor:</b>	The Chancellor shall take precedence over all members of the University and when present, shall preside at all meetings of Convocation held for the purpose of conferring Degrees.
<b>Chapter in textbook:</b>	is a chapter in a standard Textbook i.e. a book properly edited with International Standard Book Number (ISBN) and published with a recognized publisher and relevant to officer's field of specialization meant for tertiary education.
<b>Child of a Staff:</b>	a child under the age of 18 years or if over the age of 18 years but is still receiving full time education in an academic institution and who: a) Is the staff's biological offspring, or (b) Is the staff's stepchild, being the biological offspring of a spouse of the officer or a child adopted by the officer in accordance with the statutory provision and is entirely dependent on the officer. A child is not normally entirely dependent on a female staff unless the father of the child is dead, or the mother is divorced from the father and has been awarded legal custody of the child without a maintenance order.
<b>Code of Conduct:</b>	is the Code of Conduct of Public Officers of the Federal Republic of Nigeria.
<b>College:</b>	is an amalgam of the University Academic Departments that are deemed desirable for the specialized training of scientific, technological, and managerial manpower.
<b>Commissioner:</b>	is the Lagos State Commissioner in charged of the Ministry of Education in the State.
<b>Community Service:</b>	Evidence of community service may include, but not limited to, the followings: <ul style="list-style-type: none"> <li>i) Membership of an NGO / Town's Union</li> <li>ii) Philanthropy</li> <li>iii) A verifiable community project or service,</li> <li>iv) Presentation on radio or television</li> </ul>
<b>Conditions of Service:</b>	is the conditions contained in these regulations and the operating Scheme of Service.



<b>Condonation of Service:</b>	is merging two or more service periods for a staff for the purpose of computing his/her total number of years in service.
<b>Conference/Seminar/Workshop:</b>	include papers presented at any of the following: <ul style="list-style-type: none"> <li>i) Academic papers presented at Colleges and Departmental Seminar</li> <li>ii) Academic papers presented at National or International level organized by Academic Institutions, Professional bodies, National or International Organization or Agencies.</li> <li>iii) Papers presented at local, national, or international workshop organized by recognized bodies.</li> </ul>
<b>Confirmation of Appointment:</b>	is the placement of university staff on a permanent term of service upon completion of the probation period.
<b>Confirmed Staff:</b>	an employee whose appointment has been confirmed by the Governing Council.
<b>Constitution:</b>	is the constitution of the Federal Republic of Nigeria 1999 as amended.
<b>Contract Appointment:</b>	non-pensionable appointment granted to a person that satisfies all conditions stipulated for such appointment in this document. In addition to satisfactory medical report.
<b>Coordinator:</b>	a staff appointed to a position in which he cannot statutorily be appointed as the Head or acting head of a Unit of the University.
<b>Council:</b>	The Governing Council of the University.
<b>Dean of College:</b>	the Dean is Academic members of staff elected/appointed who serves as administrative and academic head of the College.
<b>Deferred leave:</b>	is any leave deferred on the prior written authority of the institution.
<b>Department:</b>	any Department within the academic and non-teaching sectors of the University that is approved by the Council or Senate as an integral part of the University.
<b>Deputy Vice Chancellor</b>	

<b>(Academics):</b>	a Professor who assists the Vice-Chancellor in the performance of his/her functions with respect to academic and related matters.
<b>Deputy Vice Chancellor</b>	
<b>(Administration):</b>	a Professor who assists the Vice-Chancellor in the performance of his/her functions in respect of general administration and related matters. In his/her absence the Vice Chancellor should nominate his acting Chairman of meeting.
<b>Director:</b>	a member of staff who is designated as Director of an Institute, a Centre, or a Service Unit/Directorate of the University.
<b>Dismissal:</b>	is the removal of an officer from the service of the institution because of gross misconduct.
<b>Examination Leave:</b>	Leave granted to staff to write examinations for a specified period.
<b>Exhibition:</b>	<ul style="list-style-type: none"> <li>i) A public show of products with evidence of original, and relevant to the officer's field of specialization.</li> <li>ii) For local exhibition (within University) the Management shall invite an external assessor to assess the exhibition.</li> <li>iii) For National/international exhibitions, assessment report or certificate shall be submitted.</li> </ul>
<b>Established Staff:</b>	<ul style="list-style-type: none"> <li>a) Any person employed on permanent and pensionable terms;</li> <li>b) Any person employed in an established post on non-pensionable terms;</li> <li>c) Any person holding a post provided in the estimates.</li> </ul>
<b>Family:</b>	A relation of a staff, Spouse, and Children or in respect of an unmarried Officer, his/her Children, who are under the age of eighteen (18) years and are entirely dependent on the Officer.
<b>Functions:</b>	include powers and duties.
<b>Governing Council:</b>	is the Council established under the Lagos State University of Science and Technology <b>Law of 2022</b> , who shall manage the affairs of the University, in such a manner as it deems fit to promote the interest, objectives and functions of the University.

The Governing Council shall be the governing authority of the University and shall be charged with the general control and superintendence of the policy, finance, and property of the University.

**Gross Misconduct:** is an act of serious wrongdoing subject to investigation and proof. It includes: Willful act or omission or general misconduct scandalous to the institution or the prejudice of discipline and proper administration of the institution e.g. corruption, dishonesty, theft, falsification or suppression of information, destruction of records, conviction for criminal offence (other than traffic or sanitary offence or the likes), financial embarrassment, examination malpractice, student victimization, withholding of files, absence from duty without leave, bribery, embezzlement, misappropriation, violation of Oath of Secrecy, advance fee fraud (Criminal Code 419), holding more than one full time job, nepotism or any form of preferential treatment, divided loyalty, sabotage, willful damage to public property, disclosure of official information, sexual harassment, cult-related activities and any other act unbecoming of a public officer.

**Head of Department:** an officer of the University who is also a member of staff and who is designated as Head of Academic or Non-Teaching Department of the University.

**Head of Unit:** an officer of the University who is also a member of staff and who is designated as Head of Academic or Non-Teaching Unit of the University.

**Inducement Allowance:** is a payment additional to the salary which the Council in its discretion considers necessary to induce staff.

**Increment:** is the annual additional step earned on the salary scale.

**Inefficiency:** is a series of acts of omission, incompetence, or misbehavior which in themselves are not serious to merit proceedings for misconduct but the cumulative effect of which is to show that an officer is not capable of discharging efficiently the duties of the office which he holds.

- Institute:** a unit of the University dedicated to a specific aspect of Research.
- Interdiction:** is if and when a prima facie case is made against an officer and his/her continued presence is considered prejudicial to good administration, such an officer shall be asked to keep away from work and be placed on half salary until the determination of the case.
- Law:** is the Lagos State University of Science and Technology Law 2022.
- Leave:** Authorized absence of an officer from duty for a specific period within a Calendar year of the University.
- Leave of Absence:** is absence of an officer from duty authorized on grounds of public policy or tenure appointment. Such a leave shall attract no remuneration.
- Leave Year:** The period from 1<sup>st</sup> January of a given year to 31<sup>st</sup> December of the same year within which the annual leave should be taken and exhausted.
- Lines of Communication:** In order that communication within the University Community is efficient and effective, all communications to the Vice-Chancellor shall be routed through the respective Head of Unit, Department or Division as well as Dean of Faculty or Registrar as appropriate.
- No External Communication shall be made in the name of the University, without prior clearance from the Vice Chancellor through the Registrar.
- Management:** is the Principal Officers of the University, comprising the Vice Chancellor, the two (2) Deputy Vice Chancellors, the Registrar, the Bursar, and the University Librarian.
- Misconduct:** involves any form of behavior inconsistent with the standard of behavior/ethics expected of any person within the University. Any specific act of wrongdoing or improper behavior, which, if investigated and proven, would lead to suspension, demotion, or loss of pay.
- Monthly Emolument:** remuneration payable to staff depending on grade level.

- Next of Kin:** Designated relation (wife, husband, children, etc.) of an officer as indicated in his duly completed Personal Records and updated from time to time in his handwriting.
- Non-Teaching Department:** any department of the University such as Registry, Bursary, Works and Services, Medical Services and any other department recognized as such by the Governing Council.
- Non-Teaching Staff:** includes all persons holding appointments other than Academic Staff.
- Official Secret Act:** As soon as possible, all personnel allowed access to classified information should swear or affirm to the oath of secrecy as stipulated under the provisions of the Oaths Act, 1963.
- Officer/Staff:** is a person employed by the University on an established, temporary, or contractual position.
- Ordinance:** the law establishing the University and the statute made in accordance with the recommendation or after consultation with the Senate.
- Other Staff:** means persons in the employment of the University who are not members of the academic staff or administrative staff.
- Pension Fund:** An investment fund within the pension scheme which is intended to accumulate during an individual working life from contributions and investment income, to provide income in retirement from the purchase of an annuity or in form of a programmed withdrawal, with the possible option of an additional tax-free cash lump sum being paid to the individual.
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- Pension Fund Administrator:** Any corporate body licensed by the National Pensions Commission and registered by the Lagos State Pension Commission (LASPEC) as a Pension Fund Administrator.
- Pension Fund Asset:** Assets that collectively constitute a Pension Fund.
- Period of Probation:** Period of two (2) years for which an employee is required to serve before being confirmed.

<b>Petition:</b>	A formal appeal to the Vice-Chancellor or the Governing Council for special consideration of a matter affecting a staff personally. It must be distinguished from a letter of representation and addressed to an appropriate senior officer of the University in the normal way. It should be routed through the Head of Department/Division of the Officer.
<b>Permanent Staff:</b>	a staff of the University duly offered permanent and pensionable appointment after a formal interview.
<b>Principal Officers:</b>	are the Vice-Chancellor, Deputy Vice-Chancellor(s), Registrar, Bursar, and the University Librarian of the University.
<b>Probation:</b>	is a full-time appointment for a period of two years after which the officer may be considered for confirmation.
<b>Pro-Chancellor:</b>	the Chairman of the Governing Council of the University.
<b>Promotion:</b>	is the advancement from a level to a higher level on merit as shall be determined from time to time by the appropriate authorities in accordance with the laid down guidelines.
<b>Public Service:</b>	A body or organ which enjoys continuity of service or employment recognized as such from time to time by the constitution.
<b>Recognized Body:</b>	A body with legal fiat as defined by the Federal/State Government.
<b>Reference:</b>	Letters in support of application and promotion.
<b>Registrar:</b>	is the Chief Administrative Officer to the Vice Chancellor, and Secretary to the Governing Council, the Senate and other statutory Committees as prescribed by law.
<b>Regulation</b>	means any regulation of the University made by the Senate or the Council pursuant to the provisions the University Law or the Statutes
<b>Reputable Journals:</b>	are journals with the following: <ul style="list-style-type: none"> <li>i) ISSN;</li> <li>ii) Editorial Board composed of credible professionals;</li> <li>iii) Credible consulting/External Assessors</li> <li>iv) Published by recognized academic institutions, professional bodies or publishing companies.</li> </ul>

<b>Retirement Savings Account:</b>	An account opened with a Pension Fund Administrator as specified in Section 18 of Pension Reform Act, and as may be amended from time to time.
<b>Resignation:</b>	is cessation of an officer's service at his/her own option.
<b>Retirement:</b>	is the cessation of an officer's service before or at 65 years for non-teaching staff and academic staff not on Professorial cadre after a minimum of 15 years' service. Statutory retirement age for academic staff on Professorial cadre is 70 years.
<b>Sabbatical:</b>	is a leave of one-year duration with pay granted to staff to be utilized for teaching, research, training, community service and professional upgrade. The staff must have served the University continuously (without break) for a minimum of six years.
<b>Satisfactory Service:</b>	includes: <ul style="list-style-type: none"> <li>a) Absence of disciplinary case within the promotion period</li> <li>b) Attaining minimum required points from the Service section of Evaluation form.</li> </ul>
<b>Secondment:</b>	is temporary release of an officer to the service of another institution or any other public service.
<b>Senate:</b>	is the Senate of the University
<b>Senior Staff:</b>	is and shall include all lecturers, research workers, professional Librarians, administrative, technical and other staff holding posts designated senior staff by the Council.

### **Special Adviser**

**on Education:** is the Special Adviser to the Lagos State Governor on Educational matters.

**Standard Textbook:** is a book with

- a) not less than 50 pages.
- b) ISBN
- c) table of contents
- d) a preface

e) bibliography or reference

f) shall be relevant to officer's area of specialization

g) shall have institutional affiliation for publishing and recognized publishers

**State:** is Lagos State of Nigeria

**Suspension of Appointment:** is temporary removal of an officer from duty resulting from misconduct. Such removal from office shall be for a period not exceeding three (3) months and shall be with/without pay.

**Technologists:** includes Technologists, Technical Officers, Laboratory Attendant, Laboratory Assistant, Models.

**Temporary Staff:** Appointment of a temporary staff.

**Temporary Appointment:** Appointment of a temporary staff

**Termination:** is the removal of an officer from the service of the institution.

**Transfer:** is permanent release of an officer from one cadre to another within the same service or between scheduled services.

**Transfer Value:** That amount paid and accepted incomplete discharge of pension liability in respect of an employee at the time of his transfer to or from a public service of the University.

**Unit:** is any Unit within the academic and non-teaching sectors of the University.

**University:** is the Lagos State University of Science and Technology Ikorodu (LASUSTECH).

**University Librarian:** University Librarian is the academic and professional/administrative head of the University Library and a principal officer of the university responsible to the Vice Chancellor.

**Vice Chancellor:** is the Chief Academic, Executive and Accounting Officer of the University.



**Visiting Lecturer:** refers to a scholar from an institution who visits the University and is assigned to teach, lecture, or perform research on a topic the visitor is valued for.

**Visitor:** is the Lagos State Governor.

**Withdrawal:** is cessation of an officer's service at his/her own option after putting in not less than 5 years' service.

## CHAPTER TWO

### **2.0 GENERAL GUIDELINES FOR APPOINTMENT OF STAFF**

#### **2.1 APPOINTMENTS**

- 2.1.1 Every year, the Registrar shall request the Heads of Departments to submit to the Registry their staff vacancies for the subsequent academic year.
- 2.1.2 Deans and Heads of Departments respectively shall consider the expected workload/duties in the Department/Unit for the subsequent year against current staff strength, and request appointment/posting of additional staff, where necessary.
- 2.1.3 On compilation of submissions from Service Directors and Heads of Departments, the Vice Chancellor shall call for a Budget defense meeting(s) to consider Departmental/Unit's staff requests, and where duly justified request could not be met by posting/redeployment, create vacancies for such positions.
- 2.1.4 On creation of a vacancy either through the budget or on the resignation/retirement of a member of staff, the Service Directors/Head of Department concerned shall notify the Registrar.
- 2.1.5 The Service Director and Head of Department shall provide the following for each vacancy: (i) Details of the minimum educational and professional qualifications and the experience required for the post to be filled. (ii) Any other requirements that may be specified for the post to be filled.
- 2.1.6 All vacant posts shall then be advertised in selected national dailies and on the website of the University upon receiving approval for such exercise from the Council.
- 2.1.7 Every advertisement shall also request that all applications, with the publications and other papers of relevance be addressed to the Registrar of the University.
- 2.1.8 The Registrar shall forward every application to the Head of Department concerned for shortlisting, in consultation with the Sectional Heads, which shall be constituted into a Departmental Appointment and Promotion Committee. Short-listed candidates shall be forwarded to the Registrar for further processing.
- 2.1.9 The short-list along with all documents shall be forwarded to the Interview Committee through the Registrar.

2.1.10 The Committee shall interview and assess short-listed candidates for appointments and make recommendations to the Appointments and Promotions Committee for further consideration.

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

## **2.2. AUTHORITY TO APPOINT AND PROMOTE**

Appointments and Promotions are made by Council. In consonance with the provisions of the Lagos State University of Science and Technology Law 2022, there shall be an Appointments and Promotions Committee which shall ultimately be responsible for all appointments, confirmations, promotions, transfers, dismissal, and discipline of all categories of staff in the University, under the Chairmanship of the Vice-Chancellor. The Committee shall operate as composed under the University law and implementation of its recommendations shall be subject to the approval of Council.

## **2.3. PROCEDURE FOR APPOINTMENT**

### **a. Vacancies**

- i. Vacancies into all CONUNASS 06-14/CONUATSS 07-14/CONUASS 01-05 positions shall normally be filled by promotion. The University will resort to appointment only in situations where the vacancies in those positions cannot be filled from within.
- ii. Vacancies for CONUNASS 15 and CONUATSS 15 positions shall be filled by promotion or appointment.
- iii. Vacancies for CONUASS 06 & 07 positions shall be filled by appointment.

### **b. Notification of Vacancies**

Notification of all vacant posts shall be by internal and external advertisements.

### **c. Date and Contents of Advertisement and Appointment Letter**

- i. Advertisement of vacancies declared by the University shall be done by the Registrar.
- ii. Every advertisement shall request that all applications be addressed to the Registrar of the University.
- iii. Advertisement for the vacant positions shall come out every year, or as the needs may arise from time to time.
- iv. When a candidate is being offered Temporary or Permanent appointment in the University, it must be ensured that the indigene verification exercise for candidates of Lagos State origin is concluded before a letter of appointment is issued to any staff. Towards this end, the State of Origin Verification Committee (SOVC) must ensure that the verification exercise for the staff is concluded within one-week and the report forwarded to the Vice Chancellor.

**d. Processing of Applications**

The Registrar shall forward a copy of every application received for academic positions to the Vice Chancellor not later than two (2) weeks after the closing date of advertisement. The Registrar shall also acknowledge receipt of application promptly to each applicant.

**e. Short-listing**

- i. The short listing of all applicants for the academic positions shall be done by the Head of Department in consultation with the Appointments and Promotions Committee (DA&PC) of the Department subject to the recommendation of the College Appointment and Promotions Committee (CA&PC). The Dean shall forward the same to the Vice Chancellor not later than two (2) weeks from the date of short listing.
- ii. The Vice-Chancellor shall approve the short listing of candidates for all positions.

**f. References and Publications.**

All relevant references for appointment shall normally be taken only in case of candidates duly shortlisted for the interview. Shortlisted candidates for the post above Senior Lecturer shall be required to submit three copies of their publications or other evidence of research as may be required for the effective assessment of their publications by external assessors in the relevant field.

**g. Assessment and Appointment of Candidates into the Professorial Cadre**

The assessments and appointments of staff to the position of an Associate Professor, Professor, Deputy University Librarian shall follow these procedures:

- i. Upon successful *Prima Facie* Qualification (PFQ) by the University A&PC, invitation shall be extended to academic staff for submission of their academic publications at the Registrar's office;
- ii. the Registrar shall submit same to the Vice-Chancellor who after consulting with the Heads of the relevant department, shall, in respect of Associate Professor or Professor, Deputy University Librarian, refer such publications to three assessors of which one (1) must be international for evaluation and scoring;
- iii. No appointment to any such posts shall be made unless, at least, two of such Assessors' Reports on the candidate are positive and the candidate also passed the interview that will follow the receipt of the assessors' reports.

**h. Invitation of Candidates for Interview for Non-Teaching Position and Appoint ability.**

- i. all shortlisted candidates for non- teaching positions shall undertake a Computer Based Test [CBT] [involving test of professional competency, Information Technology [IT] and General Knowledge (including Use of English) and obtain minimum scores to be eligible for invitation for interview into the various positions as follows:
  - CONUNASS/CONUATSS 06-08 positions - 50%
  - CONUNASS/CONUATSS 09 positions - 55%
  - CONUNASS/CONUATSS 11-12 positions - 60%
  - CONUNASS/CONUATSS 13-14 positions - 65%
  - CONUNASS/CONUATSS 15 position - 75%
- ii. candidates must obtain minimum scores at the oral interview to be appointable into the various positions as follows:
  - CONUNASS/CONUATSS 06-08 positions - 50%
  - CONUNASS/CONUATSS 09 positions - 55%
  - CONUNASS/CONUATSS 11-12 positions - 60%
  - CONUNASS/CONUATSS 13-14 positions - 65%
  - CONUNASS/CONUATSS 15 position - 70%

### **2.3.1 Criteria for Assessment and Weighting at Fresh Appointment Interview of Administrative, Professional and Technical Staff.**

As far as possible, the following criteria and weighting shall be used for the assessment of candidates for fresh appointment interview into Administrative, Professional and Technical positions:

Academic/Technical/Professional Qualification(s)	10 marks
Length of Cognate Experience	5 marks
Quality of Cognate Experience	10 marks
General Comportment	10 marks
Current Affairs/General Questions	10 marks
Appearance	5 marks
Expert Assessment	50 marks
<b>TOTAL</b>	<b>100 marks</b>

### **2.4 METHOD OF APPOINTMENT**

- i. Every appointment to an established post shall be made in writing by the Registrar, or by the officer authorized on his/her behalf, and shall not be valid until it has been accepted in writing.
- ii. Appointment to the service of the University may also be by way of transfer or secondment from any of the public services of the Federation of Nigeria. The transfer of service shall be in accordance with regulations 2.7.6.
- iii. For contract appointments, the appointment shall be in accordance with regulations 2.7.4.
- iv. A Nigerian below the age of 50 who has withdrawn from a previous service without adverse report may be considered for contract appointment if the basis of the withdrawal is not adverse. The duration of contract shall be three (3) years except on special demand.
- v. A Nigerian possessing a qualification with scarcity value who opts to be employed on contract may be so employed irrespective of age.
- vi. A Nigerian who is not in receipt of pension and who is between the ages of 50 and 65 may be considered for contract appointment for an initial period of 2 years and thereafter, 1-year contract subject to renewal. An officer who has retired at 65 may be employed under a personal work contract for one (1) year in the first instance and subsequent annual renewal subject to satisfactory annual medical reports up to a maximum period of three (3) years.
- vii. A contract officer who desires to renew the current contract shall, three months before he is due to go on leave at the expiration of the contract, notify the Registrar through the Head of Department of the wish in writing. In the absence

of such notification, it will be assumed that he does not desire re-engagement. On receipt of such notification, the Dean of College/Head of Department shall forward his/her recommendation to the Appointments and Promotions Committee through the Registrar and whatever decision taken shall be communicated to the officer at least one month before the expiration of the officer's contract.

- viii. Nigerians who are in receipt of pension and are to be considered for appointment may be offered temporary appointment or contract appointment. In either case, the determining factor will be the nature of job for which the staff is being considered.
- ix. All new appointments will be subject to a satisfactory medical certificate of fitness to be issued by the medical officer of the university or by any government hospital medical officer.
- x. All new appointments must be supported by birth certificates or statutory declaration of age. In no circumstances will the date of birth recorded on appointment be altered later.
- xi. A record of service sheet must be maintained for every officer serving in the university since any incompleteness in entries or loss of personal records will seriously impede the determination of retiring benefits.

## **2.5 GUIDELINES FOR APPOINTMENT OF ACADEMIC STAFF**

- i. A copy of every application and curriculum vitae received for all posts advertised shall be forwarded by the Registrar through the respective Deans of Colleges to the Heads of Department.
- ii. For the Associate Professorship position and above, the Dean would constitute a College Appointments and Promotions Committee (CA&PC) made up of all professors in the College and where necessary, in cognate Colleges to shortlist candidates for the positions advertised. A Committee to establish *prima facie qualification* [PFQ] of the shortlisted candidates shall also be constituted by the College to comprise professors in the College and other cognate colleges.
- iii. The reports of the College Appointments and Promotions Committee (CA&PC) and the PFQ Committee shall then be forwarded to the Vice-Chancellor who would request for the submission of three (3) sets of the publications of only those who were *prima facie qualified*.
- iv. The Dean shall also forward, under confidential seal, names, and current addresses of six (6) renowned Professors in the areas of specialization of *prima facie qualified* candidates to the Vice-Chancellor.

- v. Thereafter, the Vice-Chancellor may select three (3) out of the Six (6) names to be contacted to serve as external assessors of the publications.
- vi. All candidates with two positive Assessments shall be deemed successful.
- vii. For appointment into professorial cadre, only candidates with two (2) positive assessments shall be invited for interview which must be passed to be found appointable.
- viii. In circumstances where a college cannot possibly constitute a PFQ Committee, the matter should be referred to the Vice Chancellor.
- ix. For positions below Senior Lectureship, the College/Departmental Appointments and Promotions Committee shall recommend the candidates for promotion after assessment of their publications.
- x. All candidates for appointment to Lecturer I and above shall possess a Ph.D. in their areas of specialization.
- xi. For promotion to Senior Lecturer position, the College/Departmental Appointments and Promotions Committee shall send the publications of such candidates to three (3) Assessors for assessment of which at least two (2) must return positive to qualify candidate for promotion.
- xii. Graduate Assistants shall be regularized to the position of Assistant Lecturer upon presentation of the Notification of Result for Master's degree from the Postgraduate School of the awarding institution.
- xiii. Generally, advancement to the professorial cadre shall only and strictly be by appointment and not promotion.

## **2.6 REQUIREMENTS FOR APPOINTMENT OF ACADEMIC STAFF**

The requirements for appointments of academic staff in all academic Departments excluding Arts and Industrial Designs department in the University shall be as follows:

**(a) Graduate Assistant:**

First Class (Honours) or Second Class (Upper) Degree

**(b) Assistant Lecturer:**

First Class (Honours) or Second Class Degree plus a Masters degree

**(c) Lecturer II:**

A Ph.D. degree or a Master degree (M.Sc./M.A./M.Tech./M.Eng) with a Ph.D. grade and evidence of scholarship plus three (3) years experiences at the university level or other higher institutions, or a Ph.D.

**(d) Lecturer I:**

A Ph.D. degree with minimum of three (3) years cognate experience after becoming Lecturer II and adequate academic publications as stated in 3.3.2.1 (2);



(e) **Senior Lecturer:**

A Ph.D. degree with minimum of six (6) years cognate experience after becoming Lecturer II and adequate academic publications as stated in 3.3.2.1 (2);

(f) **Associate Professor**

A Ph.D. degree with minimum of nine (9) years cognate experience after becoming Lecturer II and adequate academic publications as stated in 3.3.2.1 (2);

(g) **Professor**

A Ph.D. degree with minimum of twelve (12) years cognate experience after becoming Lecturer II and adequate academic publications as stated in 3.3.2.1 (2);

## 2.7 MODE OF APPOINTMENTS

- i. Appointments of staff shall normally be on a pensionable, contractual or on secondment basis.
- ii. Transfer of service from other Universities in Nigeria or approved public services on conditions acceptable to the University may be arranged in respect of permanent and pensionable appointment.
- iii. The provision in (i) above is only applicable to staff offered permanent and pensionable appointment by the University.

### 2.7.1 CATEGORIES OF APPOINTMENTS

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

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

### 2.7.2 Permanent and Pensionable Appointment

- (i) Permanent and Pensionable appointment is an offer made by the University to a qualified individual into the University which has provision for pensionable emolument from the date of appointment into the service.
- (ii) To be eligible for permanent and pensionable appointment into the University, the applicant must:
  - (a) Not be less than 18 years and not more than 55 years of age.

- (b) Possess such minimum qualifications as are specified in the approved scheme of service of the University.
- (c) Be certified by a government medical officer as medically fit.
- (d) Possess the NYSC discharge certificate or exemption certificate where applicable.

### **2.7.3 Tenured Appointment**

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

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

### **2.7.4 Contract Appointment**

- (i) Two (2) categories of people may be appointed on contract basis on the discretion of the Vice Chancellor into the University Service, namely:
  - (a) Nigerians who have retired from public/civil service in Nigeria; and
  - (b) Expatriates whose services are required to complement manpower development in the University.
- (ii) An appointment on contract shall be made on such terms as the Council may determine. Renewal of such appointment by the Council shall be made on the recommendations of Appointments and Promotions Committee on the same terms or on such other terms as the Council may determine.
- (iii) Contract appointment should normally be for two (2) years in the first instance, and renewable at the discretion of the Council every year up to a maximum of five (5) years.

- (iv) All Contract renewals shall, however, be subject to satisfactory annual performance, the needs of the University and the prevailing Federal Government Regulations/Policies.
- (v) The period of contract shall normally include the period of earned leaves.
- (vi) An appointment on contract may be terminated by due notice in writing given to or by the University in accordance with University Regulations as applicable to the conditions for termination/resignation of permanent and pensionable appointment, except where the individual's terms of contract specify otherwise based on a written request of the staff at the time of application/interview.
- (vii) An appointment on contract shall cease automatically on the agreed date unless a reappointment has been offered and accepted. However, contract staff must re-apply for renewal at least three (3) months before expiration of the contract and no formal rejection of that application has been communicated at least one month to the expiration of the contract, the University shall continue to pay the monthly salary of the contract for at least one month from the date the contract shall be assumed to have lapsed.
- (xiii) All expatriates appointed on contract shall be entitled to a minimum of 25% of the total emoluments over the entire period of the contract as contract additions/gratuity. An agreed fraction of this additional entitlement may be made payable on monthly basis over the contract period. The balance must be computed and paid along with the last salary at the expiration of the contract, except where the contract renewal is under consideration and the monthly salary of the contract staff shall not be stopped.
- (ix) In addition to the normal 30 working days' annual leave, an expatriate on contract appointment shall also be eligible to a 15 working days' short vacation to visit the home country or other desired locations, once in every two years.

### **2.7.5 Temporary Appointment**

- (i) The Vice-Chancellor shall have the power to make temporary appointment to any established post for a period not exceeding 12 months.

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

#### **2.7.6 Appointment on Secondment and Transfer**

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

#### **2.7.7 Part Time Appointments**

- (i) There shall be two (2) categories of part-time teaching appointments:
  - (a) **Adjunct Lecturers:** shall be appointed on *semester basis*. They should be appointed in the University, if their functions are such that they are to relate to the Department concerned to take part in departmental activities in matters that are beyond the range of teaching such as supervision of students' projects, research, community service etc.

- (b) **Teaching/Research Assistant:** These are appointed to assist in teaching, tutorials, research, and practical demonstration for a few hours a week for a specified period.

This shall normally be extended to outstanding Postgraduate students on Full-time study in the Department that have successfully completed all course work.

- (ii) The rates payable for adjunct appointment shall be as determined by the Council from time to time.
- (iii) The nature of assignments of any adjunct appointee shall be clearly stated in the letter of appointment or a Memorandum of Appointment which will be attached to such a letter.
- (iv) The appointment of adjunct/sabbatical staff shall be made on the recommendation of the Head of Department through the Dean of the College to the Vice-Chancellor for consideration and approval.
- (v) Successful candidates shall be notified in writing by the Registrar indicating the terms of appointment. Successful candidates shall indicate their acceptance in writing.

### **2.7.8 Visiting and Sabbatical Appointment**

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

## **2.8 POSITIONS AND QUALIFICATIONS**

### **A. Academic Positions**

Applicants for the following academic positions shall possess the qualifications set out in the Schemes of Service contained in Annexure II of these Regulations:

#### **Academic Positions and Their Salaries**

- |   |              |
|---|--------------|
| 1. Professor/Research Professor/University Librarian                                | -CONUASS 07  |
| 2. Associate Professor/Associate Research Professor/<br>Deputy University Librarian | - CONUASS 06 |
| 3. Senior Lecturer/Senior Research Fellow/Principal Librarian                       | -CONUASS 05  |

- |  |             |
|--|-------------|
| 4. Lecturer 1/Research Fellow 1/Senior Librarian             | -CONUASS 04 |
| 5. Lecturer II/Research Fellow II/Librarian I                | -CONUASS 03 |
| 6. Assistant Lecturer/Assistant Research Fellow/Librarian II | -CONUASS 02 |
| 7. Graduate Assistant/Assistant Librarian                    | -CONUASS 01 |

Graduate Assistants shall be engaged as Teaching Assistants. Evidence of registration for a Masters programme would be a pre-requisite for engagement. Graduate Assistants would be required to complete their Masters degree within two (2) years. Appointment of Graduate Assistants shall be regularised to the position of Assistant Lecturer upon presentation of Notification of Result of Masters Degree.

#### **B. Administrative and Technical Posts**

The qualifications and career advancement for Senior Administrative and Technical Staff are as spelt out in the University Scheme of Service.

### **2.9 Confirmation of Appointments**

- i. Confirmation of appointments of academic, administrative, professional, or technical staff after the initial minimum period of two (2) years' probation shall be made on the recommendation of the Head of Department based on satisfactory performance of the duties of the office, good conduct, positive contribution, good appearance, and evidence of professional competence.
- ii. In deciding on confirmation of appointment, the Appointments and Promotions Committee shall consider an up-to-date curriculum vitae and APER forms of two (2) years of the staff, as well as recommendations from the Dean of College and Head of Department/Unit.
- iii. Where Governing Council allows extension of period of confirmation period, a staff shall not have more than one extra year during which his/her appointment shall be so confirmed or terminated. Such a confirmation will take effect from the date of Governing Council's approval.
- iv. Staff recommended for confirmation must not have more than two (2) adverse reports in his/her records within the probationary period of two (2) years. Emphasis will however be placed on the nature and gravity of the negative reports.
- v. Without prejudice to (i-iv) above, it is the responsibility of every staff to apply through the Dean of College/Director/Head of Department/Unit to the Registrar for the confirmation of his/her appointment, not less than three (3) months to the date his/her appointment is due for confirmation.

- vi. Copies of letters of confirmation of appointment shall be sent to the Bursar, the Internal Auditor, Dean of College/Director, and Head of Departments. The staff file shall also be copied, which is domiciled in the Directorate of Human Resources of the Registry.
- vii. All appointments subject to confirmation shall lapse unless confirmed or extended by the Appointments and Promotions Committee.

## **2.10 APPOINTMENTS AND PROMOTIONS COMMITTEE**

Statutes 10 and 11 in the second schedule of the University enabling law provides that there shall be established standing committee to be known as the Appointments and Promotions Committee. The Statute 10 expressly makes provision for the membership of the Committee as contained in regulations 2.10.1

### **2.10.1 Composition of Appointments and Promotions Committee**

Vice-Chancellor	- Chairman
Deputy Vice-Chancellor [Academic]	- Member
Deputy Vice-Chancellor [Administration]	- Member
University Librarian	- Member
Registrar /Secretary to Council	- Member
Bursar	- Member
Two (2) Council members who are not members of the Senate	- Members
The Provost and Deans of Colleges	- Members
Two (2) Senate Representatives of Professorial Cadre	- Members
One (1) Representative of Ministry of Education not below Grade level 15	- Member
One (1) Representative of Ministry of Finance not below Grade Level 15	- Member
Director of Works and Services	- Member
Director of Health Administration	-Member
Registrar	- Secretary

### **2.10.2 Terms of Reference of Appointments and Promotions Committee**

1. powers to appoint, promote, transfer, confirm appointments, dismiss and exercise disciplinary control over all categories of staff;
2. subject to the provisions of the law establishing the university, the powers to appoint persons to all posts on the academic staff of the university shall be vested jointly in the Council and the Senate, which may delegate their power to a committee consisting of members of the Senate and of the Council.

**2.10.3** In the absence of the Vice-Chancellor, either of the Deputy Vice-Chancellors shall be the Chairman of the Appointments and Promotions Committee.

**2.10.4** The Registrar shall be the Secretary of the Committee.

**2.10.5** The quorum of the Committee shall be one-third of total membership including the Chairman or his/her representative. For decision making, the Dean of the College/Head of the non-teaching department concerned or the person representing him must be present when business relating to his/her college/department is being considered.

**2.10.6** If, for any reason, a vote must be taken, a simple majority vote of the members of the Committee present shall be required to make a valid decision.

**2.10.7** The Secretary shall forward recommendations on appointments, promotions, confirmations, or extension of appointments made by the Committee and such other matters as the Committee may deem necessary, to the Council from time to time.

## **2.11 TENURE AND APPOINTMENTS OF PRINCIPAL OFFICERS**

### **2.11.1 APPOINTMENT OF THE VICE-CHANCELLOR**

The Vice-Chancellor shall hold office for a period of five (5) years single term as stated in the subsisting law of the University.

### **2.11.2 APPOINTMENT OF THE DEPUTY VICE-CHANCELLORS**

The Deputy Vice-Chancellors shall be a professor and member of the Senate and shall be appointed for a single term of five (5) years only.

### **2.11.3 OTHER PRINCIPAL OFFICERS OF THE UNIVERSITY**

There shall be appointed to the University, the following Principal Officers

- (i) Registrar
- (ii) Bursar
- (iii) University Librarian



**2.11.3.1 THE REGISTRAR**

The Registrar shall hold office for a period of five (5) years single term as stated in the subsisting law of the University.

**2.11.3.2 THE BURSAR**

The Bursar shall hold office for a period of five (5) years single term as stated in the subsisting law of the University.

**2.11.3.3 THE UNIVERSITY LIBRARIAN**

The Librarian shall hold office for a period of five (5) years single term as stated in the subsisting law of the University.

**2.12 SPECIAL APPOINTMENTS COMMITTEE FOR PRINCIPAL OFFICERS**

A Principal Officer of the University shall be appointed following the provisions of Statute 9 of the subsisting law of the University.

When a vacancy occurs for the post of the Vice Chancellor, Registrar, Bursar, University Librarian and Deputy Vice Chancellors following the provision of the University Law 2022, Council shall constitute a Special Appointments Committee (SAC). The law is silent on the composition of the SAC thus recognising the Council to determine its composition and regulate its proceedings thereto.

**2.13 CRITERIA FOR ASSESSMENT AND WEIGHTING FOR APPOINTMENT OF ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL STAFF**

As far as possible, the following criteria and weighting shall be used for the assessment of candidates for appointments into administrative/professional and technical positions:

(a) University Academic Qualifications

1st Class Honours Degree - 10 Points

2nd Class Honours (Upper Division) - 9 Points

2nd Class Honours (Lower Division) - 8 Points

3rd Class Honour Degree - 6 Points

Additional Qualification (Ph.D., M.A, M.Sc., M.P.A, M.B.A, etc.) -2 Points

\* Candidates with a "Pass" degree certificate can be considered for appointment only into the Executive Cadre.

- \* Only Candidates with University degrees in Accounting are appointed into the Accountant Cadre of the Bursary while graduates of other related disciplines are employed into the Executive Cadre of the Bursary.

(b) Polytechnic and other Academic Institutions

Qualification	HND	ND	NCE
Distinction	10 points	10 points	10 points
Upper credit	8 points	8 points	8 points
Lower Credit	6 points	6 points	6 points
* Pass	4 points	4 points	4 points

- \* Candidates with Pass grades in HND or equivalent qualification are appointed into the Assistant Executive Staff position or its equivalent.

(c) Certificate Course/Programmes

Advanced NABTEB/Equivalent City & Guild	-	6 Points
R.S.A. Certificate	-	6 points
Treasury Certificate	-	4 points

(d) Higher Diploma/AIST/AMILT or approved equivalent

Distinction	-	5 points
Upper Credit	-	4 points
Lower Credit	-	3 points
Pass	-	2 points

**(e) Experience**

Length of cognate University administrative, technical, or professional experience (1 point for each year up to a maximum of 10 points), A candidate must have the minimum University experience in the Senior Officer cadre as indicated below:

CONUNASS/CONUATSS 11 position	- 9 years
CONUNASS /CONUATSS 09 position	- 6 years
CONUNASS/CONUATSS 08 position	- 3 years
CONUNASS/CONUATSS 07 position ( <i>entry point</i> )	- No experience is required.

CONUNASS 06 position (*entry point*) - No experience is required.

**(f) Summary of Criteria for Assessment and weighting**

The weighing on the criteria shall be as follows:

Criteria Weighting Maximum Points

(i)	Academic qualifications	12 points
(ii)	Length of post qualification experience	7 points
(iii)	Length and quality of Cognate experience	10 points
(iv)	Lagos State Origin (Indigene)	10 points
(v)	References	6 points
(vi)	Interview Performance	25 points
		<b>70 points</b>

The Minimum Overall Interview scores are as follows:

i.	CONUNASS 14/CONUATSS 14 position	70% of 70
ii.	CONUNASS 13/CONUATSS 13 position	65% of 70
iii.	CONUNASS 12/CONUATSS 12 position	62% of 70
iv.	CONUNASS 11/CONUATSS 11 position	60% of 70
v.	CONUNASS 09/CONUATSS 09 position	55% of 70
vi.	CONUNASS 08/CONUATSS 08 position	50% of 70
vii.	CONUNASS 07/CONUATSS 07 position	50% of 70
viii.	CONUNASS 06 position	50% of 70

Appointability of a candidate who achieves the minimum overall score [in i – viii above] shall be subject to attainment of at least 50% or 12.5 points of 25 under Interview Performance.

**NOTES:**

(a) Interview Performance shall be assessed under, but not limited to the following headings:

- (i) Variety of experience
- (ii) Organizational ability
- (iii) Initiative
- (iv) Generation and manipulation of information
- (v) Perception of current administrative problems and solutions
- (vi) Comportment
  
- (vii) Appearance
- (viii) Oral expression.

(b) References on candidates will be assessed for:

- (i) Personality

- (ii) Reliability

## **2.14 TYPES OF APPOINTMENT FOR OFFICERS OF THE UNIVERSITY**

Appointment of Officer to established posts shall be on pensionable basis or secondment or on transfer from such public service in Nigeria as the University may accept for that purpose.

### **2.14.1 Permanent Appointment**

- (i) Appointment of Officer to established posts shall be on pensionable basis.
- (ii) It shall be tenable on probation for two (2) years in the first instance unless the contract appointment specifies otherwise subject to satisfactory service. The appointment shall thereafter be confirmed and tenable until the retiring age of seventy (70) years for Officer on the Professorial cadre and sixty-five (65) years for other Academic Officer and Non-Academic Officer as at the time of retirement.

### **2.14.2 Temporary Appointment**

- (i) The Vice-Chancellor shall have the power to make temporary appointments of suitable candidates to vacant posts for up to maximum of twelve (12) months within which such appointment shall be regularized, following the procedure laid down for interview and assessment of applicants and candidates as appropriate.
- (ii) The letter of temporary appointment to an Officer shall indicate the length of the appointment and shall not be valid until it has been accepted in writing.
- (iii) If the temporary appointment lasts, salary, and allowances shall be monthly.
- (iv) Officer on temporary appointment shall not be entitled to any loan or advances and shall not be recognized for the purpose of pension benefits, until the appointment on pensionable basis is subsequently made when the period of temporary appointment shall count in calculating the retiring benefits.
- (v) Temporary appointments should only be made in exceptional circumstances of dire need.

### **2.14.3 Secondment**

Appointment on secondment will be at the discretion of the University based on terms mutually agreed by the parties involved.

- (i) Secondment of an Officer to the service of another University or Establishment at his/her own request shall be for a maximum of three (3) years unless he/she shall request to be permanently released to the Service to which he had been seconded.
- (ii) The Officer on secondment shall be entitled to notional increment during the period of secondment and shall be considered for notional promotion by the University on his/her secondment to maintain his/her seniority.

#### **2.14.4 Contract Appointment**

- (i) To be appointed on contract, a person must have retired from pensionable service or be an expatriate or any other person whose services are needed by the University.
- (ii) All applications for contract appointments shall be addressed and submitted to the Registrar who would forward the same to the respective Department and if an Academic Staff, through the Dean.
- (iii) The consideration of appointment of Contract Staff shall commence from the Department to the College and to the Appointments and Promotions Committee for consideration before its final approval and ratification by the Governing Council.
- (iv) Where the appointment of Contract Staff is approved, placement should be on step 1 of the immediate grade lower to the grade level last enjoyed by the staff before retirement and such Staff shall be entitled to all benefits, recommendations and allowances of the Grade Level, he/she have been placed. For example, an Academic Staff who is a Professor on Contract (though will retain his/her title as Professor) shall be paid the benefits, remuneration and allowances of an Associate Professor (i.e., CONUASS 06/01).
- (v) Appointment of Contract Staff shall not be at the discretion of any Staff of the University, e.g., Vice-Chancellor, other Principal Officers, Deans, Heads of Department, and so on, but by Appointments and Promotions Committee.
- (vi) The maximum number of years a Contract Staff can stay in the University shall be five (5) years, (2 years in the 1<sup>st</sup> instance and renewal to the maximum of 5years) subject to the approval of Governing Council, upon satisfactory performance, confirmation of the need by the Academic Planning Unit (APU), and recommendation of the respective Departmental Appointments and Promotions Committee (DAPC) and the College Appointments and Promotions Committee (CAPC).

- (vii) All Contract Staff must be certified fit by the Health Services Department before appointment and before renewal (each year) of his/her subsisting contract.
- (viii) No Contract appointee shall be eligible to contest elections or be appointed into any academic or administrative positions of Deans of Colleges/ Postgraduate School, Heads of Department/Unit, etc as they are deemed not qualified by status.
- (ix) No Contract Appointee shall be eligible to contest elections into any Academic/Technical/Administrative positions as they are deemed not qualified by status.

#### **2.14.4.1 RULES GOVERNING CONTRACT APPOINTMENT**

- (a) Applications must be accompanied by medical report of fitness.
- (b) Contract appointment may be given to those who have retired from active service and fit but have not reached compulsory age of retirement and the services are still needed in the department.
- (c) Notices of retirement must have been accepted before any member of Staff could be recommended.
- (d) There must be justification for wishing to retain such staff in which case, what the Department stands to lose, if such a member goes away, must be clearly stated.
- (e) There must be a Departmental resolution and support for any staff being recommended for contract appointment. Where the Head of Department is affected, the Dean of College must preside over such Departmental meeting.
- (f) The following information must be provided:
  - i. Staff strength in the Department and the staff strength allowed by National Universities Commission.
  - ii. Staff strength quality in the Department.
  - iii. Whether the Department is considered a hardship area or a developing department.
- (g) Every recommendation must take cognizance of staff mix, those going on leave of absence, National Universities Commission norms, Council decisions and Government regulations. Normally, contract appointments should be considered for Professors who are expected to provide leadership in the Department.

- (h) Contract appointment shall not normally be given to Staff who retired voluntarily.

#### **2.14.5 Sabbatical Appointment**

- (i) Appointment on Sabbatical may be made from one University to another to Staff on CONUNASS 11/CONUNATSS 11/CONUASS 04 and above or equivalent. The terms of such appointment shall be as existing in the University. Such appointments shall be considered and approved by the Appointments and Promotions Committee upon the recommendation of the Head of Department and subject to vacancy.
- (ii) Sabbatical Appointment shall be granted for the following reasons:
  - (a) To engage in research and publications
  - (b) To use Libraries, Laboratories, and other facilities not available locally
  - (c) To undertake field work
  - (d) To refresh and update Staff members' knowledge and exchange of ideas by contact with practices and experiences applicable elsewhere.
  - (e) To assist in the development of new programmes in other tertiary institutions.
- (iii) Staff on Sabbatical Appointment may retire during the sabbatical provided however that such Staff gives six (6) months' notice of the intention to do so or pay six [6] month's salary in lieu of notice.

##### **2.14.5.1 Withdrawal of Service during Sabbatical**

A member of Staff on Sabbatical who either fails to give adequate notice of his/her intention to withdraw his/her service or fails to return to duty at the expiration of approved sabbatical shall have such appointment terminated.

##### **2.14.6 Visiting Appointments, Short-Term and Part-Time Contract Appointments**

- i. All candidates for visiting appointment, Short-Term and Part-Time contract appointments shall be fully considered by the Appointments and Promotions Committee, provided the Vice-Chancellor may, after making some consultation as he may deem fit, make appointments for periods not exceeding one (1) year and report such appointment to the Appointments and Promotions Committee.

- ii. The Vice-Chancellor shall have powers to make short-term contract appointment which does not exceed one academic year and shall be reported to the Appointments and Promotions Committee.
- iii. All candidates for appointment as Part-Time Teaching Staff shall be considered by the appropriate Departmental/College Appointments and Promotions Committee, which shall then make recommendations to the Appointments and Promotions Committee.

#### **2.14.7 Acting Appointment**

- i. A Staff may be appointed to act in a grade immediately higher than his/her substantive rank; in either case, he shall draw an Acting Allowance as contained in a sub-section of these Conditions of Service (allowances).

#### **2.14.7 Transfer of Service**

Transfer is the permanent release of an Officer from one schedule of service to another.

A confirmed Staff of pensionable status from another University or public service can transfer his/her service to the University based on the following:

- i. Provided the previous University or Public Service is willing to release him/her.
- ii. If the previous University or Public Service is willing to pay its own part of the pension and gratuity of such Staff.
- iii. The Staff initiates the transfer of his/her service from his/her former place of work.
- iv. The Staff, if confirmed, should be exempted from the University Confirmation of Appointment.
- v. The Staff salary will depend on the presentation of his/her last payslip from the former place of work.
- vi. Members of Staff may also transfer their service to other scheduled authorities.

#### **2.14.8 Rules Governing Appointment of Professor Emeritus**

Conditions for appointment of a Professor Emeritus or any appointment into Emeritus positions shall be as follows:

- i. by the nomination initiated from the cognate department of the candidate to be considered.



- ii. the candidate must have successfully supervised the Ph.D. Thesis of at least five (5) candidates.
- iii. he must have produced at least a student who had attained Professorial cadre.
- iv. he must enjoy the overwhelming support from his/her department.
- v. as an ambassador of the University, such candidate should consistently attract funds or grants from which the younger generations would benefit.
- vi. a certain percentage of the funds which the Emeritus Professor attracted should be given as Honorarium to the Emeritus Professor.
- vii. he must be a team player and be good at conflict resolution.
- viii. he must be someone highly respected and with high dignity.
- ix. the scoring template should be developed to accommodate the above criteria.
- x. attendance at Senate meetings should not be made mandatory for the Emeritus Professor.
- xi. The position is honourable with a personal office and attract allowance as approved by the Senate and ratified by the Governing Council

#### **2.14.9 Appointments of Distinguished Professors**

##### **1. General**

- i) Appointment of distinguished Professors is an honour reserved for outstanding Scholars in recognition of sustained excellence in the performance of their duties and a record of distinguished service within and outside the University.
- ii) The designation of “Distinguished Professor” is strictly Honorific and is not intended to be construed as an academic or financial promotion.

##### **2. Criteria for Appointment of Distinguished Professors**

The criteria for the Appointment of Distinguished Professor shall be as follows:

- (i) The person must have been a Professor for a minimum of 15 years, 10 of which shall be in the service of the University.
- (ii) The accomplishments and contributions of the person must have brought distinction to the University through:
  - a) outstanding teaching, research, and scholarship.
  - b) continuous contributions to knowledge, scholarship and intellectual advancement of the home Department, College, and University.

- c) national and international acknowledgement as an authority in his/her discipline, field, or creative activity, which may include, but not limited to:
- continuous notable contribution to research, publications in books and/or reputable journals.
  - prestigious awards and citations.
  - substantial record of invited lectures at prestigious institutions.
  - Documented consistent exemplary service to the University.
- (iii) Appointment as Distinguished Professor shall only occur when clear indication exists that an individual so appointed will continue to provide exemplary academic and intellectual leadership and continue his/her professional activities in such a way as to maintain national and international recognition and a commensurate level of accomplishment.
- (iv) The total number of Distinguished Professors shall not exceed 10% of serving Professors at any given time.

### **3. Benefit and Recognition of Distinguished Professors**

- (i) A Distinguished Professor shall be formally recognized at every University programme and event where he is present.
- (ii) A Distinguished Professor shall every two (2) years be entitled to university sponsorship to attend one international conference at which he/she is making a presentation.
- (iii) To mark the occasion of the appointment, the Distinguished Professor shall be presented to the public at a Convocation Ceremony of the University.

### **4. Procedure for Appointment of Distinguished Professors**

- (i) The position of Distinguished Professor shall not be by application, but by nomination.
- (ii) Nomination shall be by the Vice-Chancellor or any two (2) Professors of the University which must not be from the same College with the nominee.
- (iii) All nominations shall be forwarded to the Registrar for the consideration of Senate. Where necessary, Senate may put in place a Screening Committee to review nominations made.

- (iv) Such Screening Committee of the Senate shall present its findings to Senate. Where a nomination is approved by Senate, same shall thereafter be forwarded to Council for ratification.

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

### **2.15.1 Appointment of Deans**

Appointment of Deans shall be in accordance with the university extant Law and regulations. The Dean of a College shall be a Professor appointed by electoral process and such Dean shall hold office for a term of two (2) years and shall be eligible for re-appointment for another term of two (2) years, after which he/she may not be re-appointed, again until two (2) years have lapsed.

The procedures for the appointment shall be as follows:

- i. The College Board shall serve as the selection committee for the appointment.
- ii. The appointment shall be by the conduct of elections by Academic members of the College.
- iii. The College Board shall present the result of the election to the Vice Chancellor.
- iv. Where there is only a Professor in a College, who is also interested, that Professor's application shall be similarly processed.
- vi. Where there are no interested Professor and Associate Professor in a College, the Vice-Chancellor shall appoint an Acting Dean from among Academic Staff on permanent and pensionable appointment in the University, that are of at least Senior Lecturer status in the College, to act for one (1) year, renewable only once for another one (1) year.
- vii. No person shall hold the post of Dean, Deputy Dean and Head of Department concurrently.
- viii. In the absence of the Dean, the Deputy Dean shall normally act.
- ix. Where a Dean elects to go on Sabbatical, Study leave or Leave of Absence, his/her tenure shall be deemed to have ended and another Dean shall be

appointed in accordance with extant rules and regulations.

### **2.15.2 APPOINTMENT OF SUB DEAN**

- (i) There shall be a Sub Dean of College who shall be appointed by the Senate subject to the recommendation of the Dean.
- (ii) The Sub Dean who shall not be lower than the cadre of a Senior Lecturer shall be appointed for one (1) year in the first instance and may be re-appointed for a further period of one (1) year, after which he/she shall not be eligible for re-appointment until after two years.
- (iii) The Sub Dean of a College shall be appointed based on the recommendation of the Dean.
- (iv) No person shall hold the post of a Sub Dean and Head of Department concurrently.
- (v) Where a Sub Dean elected is to go on Sabbatical, Study Leave or Leave of Absence, another Deputy Dean shall be appointed in accordance with extant rules and regulations.

### **2.15.3 Appointment to Headship of Departments and Director of Research Institutes/Academic Support Centers**

#### **(1) Eligibility**

- (i) To be eligible for appointment as Head of Department or Director of an Institute or Academic Support Centre, the member of Staff must be a full Professor in the Department/the Institute or Centre concerned and must normally be holding a permanent appointment. Contract Staff are not normally eligible for appointment as Heads of Departments, except in special circumstances.
- (ii) In the absence of a full Professor, other teaching Staff not below the rank of Senior Lecturer can be appointed in acting capacity.
- (iii) Where there are no teaching Staff of the rank of Senior Lecturer and above in a Department, the Dean of the College shall act as Head of Department.
- (iv) The Director of a Centre/Institute shall hold office for a period of two (2) years and shall be eligible for reappointment for another term of two (2) years, after which he may not be appointed again until 2 years have elapsed.

- (v) The Director of a Centre/Institute shall exercise general superintendence over the affairs of the Centre/Institute and shall be appointed by the Vice-Chancellor.
- (vi) Where a Director elects to go on Sabbatical, Study Leave or Leave of Absence, the Headship shall be deemed to have lapsed at the commencement of the leave, and another academic staff shall be appointed as the Director.

**(2) Appointment of Head of Department**

The process of appointing Head of Department by the Vice-Chancellor shall combine elements of seniority, competition, and democratization.

**(3) Selection Sub-Committee for Appointment of Head of Department**

There shall be a Selection Sub-Committee constituted as follows:

- i. **Dean of respective College as Chairman**
- ii. Outgoing Head of Department
- iii. One Professor from within the College
- iv. One person representing each of the following grades:
  - Professorial
  - Senior Lecturer
  - Lecturer 1 and below

**(4) Tenure of Head of Department**

- (i) The tenure of Office of Head of Department shall be two (2) years.
- (ii) The tenure of Acting Headship shall be one (1) year based on seniority.
- (iii) If a Head of Department or an Acting Head of Department wishes to relinquish his/her appointment, he shall give six (6) months' notice to that effect.

**(5) Power of Removal of Head of Department**

Head or Acting Head of Department shall be removed from office by the Vice-Chancellor based on any or a combination of the following reasons:

- i. Gross misconduct.
- ii. Lack of effective leadership.
- iii. Indiscipline.
  
- iv. Ill health.

- v. Actions that bring the name of the Department, College, or University into disrepute, e.g., engaging in examination malpractices and abuse of office.
- vi. Two-Thirds ( $\frac{2}{3}$ ) of Staff in such department signing a petition to the Dean.
- vii. Fraudulent claims to academic qualifications, including evidence of plagiarism.
- viii. Involvement in fraudulent student admission practices.
- ix. Wasteful and fraudulent use of the Department's resources.
- x. Using his/her authority to physically and or mentally harass students and Staff without just cause.
- xi. Corruption and mismanagement.
- xii. Refusal to carry out his/her responsibilities as spelt out in the appointment letter.

**(6). Procedure for Removal of Head of Department/Institute and Director of Centres/Schools**

Without prejudice to the powers of the Vice Chancellor, removal of any erring Head of Departments, Institute/Centre Director shall be made on the following procedures:

- (i) The removal of Heads of Departments and Directors of Institutes/Centres whose appointments are determined by the Vice-Chancellor, must be effected from the top. Also, their members of staff/Fellows may be involved in the process by forwarding petition(s) demanding their removal.
- (ii) The Head of Department/Institute/Director of Centres/Schools who derives his/her authority from electoral mandate shall be recalled or removed if his/her Board of College/School meets to pass a vote of "no-confidence" in him/her.
- (iii) Heads/Directors of Institutes/Centres whose appointments are determined by their Boards of Fellows and Boards of Trustees, may be recommended for removal by the Vice Chancellor.
- (iv) The allegations must be specific and unambiguous.

- (v) the officer shall be offered the privilege to defend himself/herself of the allegation(s) leveled against him/her.

**(7) Procedure for Evaluation of Performance**

**(A) The Deans**

- (i) A Committee set up by the Senate or in the case of Deans, the College Board, shall organize the evaluation.
- (ii) The entire membership of the Senate shall organize, or the College Board shall conduct the evaluation.
- (iii) The evaluation forms shall be collated and analyzed by the Committee which will submit its findings to the College Board for preliminary consideration and ultimately forward same to the Senate, which will take any necessary action.

**(B) Heads of Departments/Units, Directors of Institutes/Centers**

- (i) A Committee set up by the Academic members of the Department, Unit, Institute or Centre shall organize the evaluation of the Head or the Director.
- (ii) All members of the Department (academic and non-academic) shall conduct the evaluation.
- (iii) The Committee shall collate and analyze the result of the evaluation and present it to members of the Department or Institute, and then pass it to the Dean, or to the Deputy Vice-Chancellor (Academic) in the case of Institutes/Centres/Units that are not directly under a College.
- (iv) The Dean or the Deputy Vice-Chancellor (Academic) shall forward the report along with his/her recommendations to the Vice-Chancellor for necessary action.

**(8) Matters of Evaluation of Performance**

The range of fundamental matters for performance evaluation and assessment for leadership qualities shall include the following:

- (i) Financial management.
- (ii) The conduct of examinations (where applicable) under the Staff's leadership.
- (iii) Management of Staff and student affairs.
- (iv) Structure of decision-making.

- (v) Extent of effective innovativeness.
- (vi) Benefits accruing to the Department/Unit during the Staff's tenure.
- (vii) Cohesion in the Unit/Department *vis-a-vis* the number of conflicts in a year.
- (viii) Evidence of continued intellectual productivity.
- (ix) Performance against the agenda submitted before appointment/election.

**(9) Notes on Evaluation**

- i. Towards the end of each session, a Committee constituted for assessing the performance of a leader shall send out appropriate or suitably designed forms to those who are eligible to assess him/her.
- ii. The Committee will deliberate on the submissions and make recommendations to the appropriate body that is empowered to make final pronouncement on the matter.
- iii. All members of the Senior Staff of a unit or grouping shall be eligible to take part in the exercise.
- iv. A serving member of Staff whose performance has been rated as below expectation shall be so informed and be given six months to improve. Then, he/she will lose his/her position if he does not improve.
- v. Where a leader commits acts of gross misconduct; he/she shall be suspended immediately. Further investigation will determine whether he/she is to be removed.

**(10) Other Criteria for Appointing the Dean, the Director and the Head of Department**

The following criteria shall also be considered for appointing the Headship, the Directorship, the Deanship:

- (A)** The candidate shall:
- (i) Expresses his/her willingness to serve.
  - (ii) Submit his/her agenda and plan of action for improving the relevant academic unit.



- (iii) Agrees that his/her performance be appraised and evaluated annually.
  - (iv) Agrees to use relevant committees for decision-making in all academic and financial matters.
- (B)** The candidate shall:
- (i) Be an accomplished scholar in his/her discipline and be able to command the respect of his/her colleagues.
  - (ii) Have a clear vision and, capacity to coordinate and lead other members towards accomplishing set goals.
  - (iii) Have positive qualities that can stimulate hard work and commitment in colleagues.
  - (iv) Have effective external contacts, which can be appropriately tapped to the benefit of the Department and its individual members, especially the young members of Staff and the graduate students.

**(11) Multiple Chairs and Professorships**

When a full-fledged Department has been established, there is, ipso facto, the establishment of a chair in the Department. It follows, therefore, that there is in every Department of the University, at least, one established chair. To institute additional chairs, therefore, the criteria shall be as follows:

- (a) demonstration of research commitment and postgraduate development, teaching, and curriculum in an area much wider than the originally defined scope of the department.
- (b) the growth of undergraduate curriculum as indicated by the scope, number, and variety of courses.
- (c) Regulations (a) and (b) above shall not, in any way, prejudice the establishment of specific chairs that may be endowed from outside sources. Such offers of endowment shall, however, be considered in the first instance by the Academic Board of the College/Academic Planning Sub-Committee on the joint recommendation of the Head of Department concerned and the Dean of the College.
- (d) Thereafter, it shall be referred to the Development Committee. A report shall later be made to the Appointments and Promotions

Committee and an appointment made to the Chair in accordance with normal University regulations and procedures. However, appointment to the Professorial grade shall be to an established position.

#### **2.15.4 APPOINTMENT OF DEPUTY DIRECTOR**

- (i) A Deputy Director may be appointed by the Vice-Chancellor to assist the Director of an Institute/Centre if the Vice-Chancellor considers this necessary for the smooth operation of the Institute/Centre.
- (ii) The Deputy Director, who shall not be less than a Senior Lecturer/Senior Research Fellow, shall be appointed for one (1) year in the first instance and may be re-appointed for a further period of one (1) year after which he shall not be eligible for re-appointment until after two years.
- (iv) Where a Deputy Director elects to go on Sabbatical, Study Leave or Leave of Absence, the tenure shall be deemed to have lapsed at the commencement of the leave, and another academic staff shall be appointed as the Deputy Director.

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

- (i) A Programme Leader (PL), Head of Programme (HOP) or Head of Unit (HOU), who shall normally be a Professor, may be appointed by the Vice-Chancellor on the recommendation of the Director, to assist a Director of an Institute/Centre in the day-to-day management of certain teaching, research and/or other programmes of the Institute/Centre.
- (ii) The PL/HOP/HOU shall be appointed for two (2) years in the first instance, renewable for another two (2) years.
- (iii). If the need arises, the Vice-Chancellor may appoint an academic staff who is not below the rank of a Senior Research/Fellow as an Acting PL/HOP/HOU for a period of one (1) year in the first instance, renewable for a maximum of another one (1) year.

- (v) Where a PL/HOP/HOU elects to go on Sabbatical, Study Leave or Leave of Absence, the Headship shall be deemed to have lapsed at the commencement of the leave, and another academic staff shall be appointed as the PL/HOP/HOU

## **2.16 APPOINTMENT OF SERVICE DIRECTORS OF INTERNAL AUDIT, HEALTH AND MEDICAL SERVICES, WORKS AND SERVICES, PROCUREMENT, PUBLIC RELATIONS AND INFORMATION, SECRETARY OF THE INSTITUTE (S) OR SERVICE CENTRE (S), AND CHIEF SECURITY OFFICER**

Where a vacancy occurs in the post of the Directors of Service departments, Directors of Administration of Institutes or Centers, Secretary of Post graduate School etc., the Vice-Chancellor shall inform the Council in writing for approval to fill the vacancy internally where there exists available competent personnel or cause the vacancy to be advertised in selected national dailies and the University website, specifying the Academic and professional qualifications and cognate experience amongst other requirements.

### **i. Eligibility for Appointment/Promotion**

To be eligible for appointment, a candidate must have fulfilled the necessary conditions and met the eligibility criteria including those of relevant qualifications and experience as may from time to time be prescribed by the Council.

### **ii. Advertisement of Post**

- a) Established post to be filled other than by promotion shall normally be advertised.
- b) Once a post has been advertised, the basic qualifications laid down in the advertisement shall be observed while shortlisting.

### **iii. Tenure of Office**

The tenure of office of the above Posts shall be for a period of five (5) years of single term.

## **2.17. RULES ON OUTSIDE COMMITMENTS AND DEVOTION TO DUTY**

- (i) All staff of the University are required to devote their full time to the service of the University.
- (ii) A staff shall not be engaged in any other gainful employment, business, travel, and other professional practice without the authority of the University.

- (iii) A staff shall not be engaged in any other duty outside the University to the detriment of his/her responsibilities to the University.
- (iv) No Staff of the University will be allowed to engage in part-time or full-time study without the express permission of the Head of Department/Unit, Appointments and Promotions Committees and the Governing Council.
- (v) Without prejudice to (ii) above, a staff may seek the permission of the University to offer remunerative services within or outside the University. Such services shall be undertaken under the rules set out for consultancy services in the University and the remuneration for any service so undertaken will be as set out in these rules.
- (vi) No staff of the University may hold at the same time, more than one (1) administrative position within the University. Similarly, no staff may hold more than one (1) outside administrative appointment.
- (vii) A staff shall maintain the confidentiality of the University and shall not put to personal advantage or to the advantage of any person, any confidential information acquired by him/her in the performance of his/her duties to the university.
- (viii) A staff shall always maintain his/her loyalty to the University.

## **2.18 APPOINTMENT OF UNIVERSITY STAFF TO PUBLIC SERVICE AND OTHER POSITIONS**

- (i) A Staff who accepts any public appointment shall be required to seek approval of the Governing Council before the date of assumption of duty.
- (ii) Any Staff who accepts full-time appointment shall normally be granted leave of absence from the University for a period of one (1) year in the first instance and renewable annually for a period up to five (5) years for those in public services and four (4) years for other purposes. All such appointments shall be upon express permission by the Council. In addition, any extension beyond this period shall be subject to the approval of the Governing Council. Thereafter, the Staff concerned shall either return to his/her post or leave the service of the University.
- (iii) A Staff who accepts a part-time public appointment shall apply through the Registrar to the Vice Chancellor for permission to attend to the assignment.

## **2.19 VALIDITY OF APPOINTMENT**

An appointment shall not be valid until it has been accepted in writing. The effective date of such an appointment shall be the date on which any Staff assumes duty.

## **2.20 MEDICAL EXAMINATION**

The appointment of a staff shall not be valid unless the staff produces evidence of good health on a medical certificate issued by the Director of the University's Health Services or by any other legally qualified medical practitioner from a government hospital within two weeks of assumption of duty.

## **2.21 DECLARATION OF AGE**

- i) Every staff shall produce legal evidence of his/her age on first appointment. This shall be in the form of birth certificate issued by an appropriate authority, or an affidavit sworn to before appointment.
- ii) Any Staff who is later found to have given false declaration of age is deemed to have committed an act of misconduct.

## **2.22 DECLARATION OF INDIGENESHIP**

Staff and prospective Staff claiming indigeneship of Lagos State shall appear before the State of Origin Verification Committee (SOVC). Any Staff who lays false claim to indigeneship of Lagos State or discovered to have misled the State of Origin Verification Committee (SOVC) to secure employment will be deemed to have committed a serious misconduct.

## **2.23 CESSATION OF APPOINTMENT/DISENGAGEMENT**

### **A. TYPES OF CESSATIONS**

Any Staff in the established grade and in the appointment of the University may leave the University through the following methods:

#### **1. Resignation /Termination by a Staff**

Where any Staff decides to leave the service of the University, a minimum of three (3) months' notice of his/her intention to leave or a payment of three (3) months basic salary in lieu of notice is required for Academic Staff. Non-teaching Staff may resign his/her appointment anytime provided a month's notice is given in writing to that effect or payment of one (1) month's basic salary in lieu of notice.

#### **2. Redundancy**

- (i) Any Staff who has been found to be unproductive on his/her schedule of duty shall be advised to withdraw his/her service from the University.

(ii) **Abolition of Office:** If due to re-organization in a Department, it is considered necessary by Council to scrap an office, the incumbent shall be offered a suitable alternative post. However, if he/she cannot perform efficiently well after retraining in that alternative post, the University may require such Staff to retire.

3. **Invalidation**

A staff/Staff found to be ineffective by reason of infirmity of mind or body certified by a Medical Board (see Health Services) shall be invalidated from service.

4. **Abandonment of Duty**

An Officer who ceases to attend his/her official duty post for a minimum of fifteen (15) working days without genuine reason or lawful authorization shall have his/her salary stopped.

5. **Voluntary Retirement**

Where an Officer has served for ten (10) years or more and decides to leave the services of the University due to circumstances entitling him/her to the payment of his/her pension, the Officer is deemed to have retired.

6. **Compulsory Retirement**

(i) An Officer who has been found guilty of misconduct in the discharge of his/her duty by the University Disciplinary Committee of Council may have his/her appointment determined by way of compulsory retirement if he/she has put in at least ten (10) years pensionable service.

(ii) **An Academic Staff on Professorial cadre** who is seventy (70) years old shall statutorily retire on age grounds.

(iii) **An Academic Staff who is not on professorial cadre** OR a Non-Teaching Staff who is 65 years old shall statutorily retire on age grounds.

7. **Termination by the University**

(a) An appointment may be terminated by the Council of the University on any of the following grounds:

(i) If the staff, in relation to his/her duty to the University is guilty of misconduct.

- (ii) If the staff by reason of any infirmity of mind or body, or through general inefficiency is incapable of rendering effective service to the University.
- (b) Appointment shall not be terminated until:
  - (i) The staff has been notified in writing on the grounds on which consideration is being given to terminate his/her appointment.
  - (ii) The staff has had an opportunity of replying to the allegation made against him/her, and/or making any representations in respect thereof and the Council or any Board or Committee to which the Council may have delegated power to that effect, has considered such representations. For such purpose the staff shall be given not less than two weeks in which to reply and make representations, if any.
  - (iii) The staff whose appointment is being considered for termination shall be afforded the opportunity of appearing in person or by his/her chosen representative at a meeting of the Committee of Council at which termination of his/her appointment is to be considered.
- (c) Where an appointment may be terminated in accordance with Regulation 7(a)(i) and or (ii) above, Council in its discretion may, in lieu of termination, permit the staff to resign his/her appointment in accordance with regulation 7 of the section.
- (d) Where an appointment is terminated in accordance with Regulation 7(b)(iii) above, the staff shall not, unless the Council otherwise resolves, be entitled to receive accrued leave pay or travelling expenses.
- (e) A staff shall undergo the normal University clearance before his/her entitlement shall be determined and paid by the Bursar.

### **8.Re-Organization**

If due to re-organization within the University, it is considered necessary to abolish or scrap an office and the incumbent confirmed Staff cannot be offered a suitable alternative post, he/she may be called upon by the University Council to retire and shall be entitled to, in addition to his/her contributory pension dues, a

compensation of 100% of his/her annual salaries and emoluments, payable on the date of notification of his/her disengagement.

This provision however applies to confirmed Staff only. For Temporary/ Unconfirmed Staff, he shall be given one (1) month notice or paid one (1) month Basic salary in lieu of notice.

**B. NOTICE OF CESSATION OF SERVICE BY DIFFERENT CATEGORIES OF STAFF**

**(a) Principal Officers**

A Registrar, Bursar or Librarian, unless he/she is appointed for a specific contractual period may terminate his/her appointment after having given Council not less than six (6) months' notice in writing of his/her intention to do so or pay six (6) months' salary in lieu of notice.

**(b) Professorial Staff**

A Professor shall not terminate his/her appointment other than end of session in any year, after having given to the Council through his/her Head of Department and Dean, six (6) months' notice in writing of his/her intention to do so or pay six (6) months' salary in lieu, unless the consent of the Council be otherwise obtained.

**(c) Academic Staff Other than Professor**

An academic member of Staff shall terminate his/her appointment after having given to Council, through the Head of his/her Department not less than three (3) months' notice in writing of his/her intention to do so or pay three (3) months' salary in lieu of notice at the end of session.

**(d) Temporary Academic Appointments**

Where the appointment is for one (1) year or less, the appointment may be terminated at any time during the period by one (1) months' notice in writing, or one (1) month's salary in lieu of notice. In the case of temporary appointments subsisting for more than one (1) year, three (3) months' notice in writing, or three (3) months' salary in lieu of notice shall be required, unless otherwise stated in the letter of appointment.

**(e) Administrative and Technical Staff**

The appointment of an Administrative and Technical Staff may be terminated at any time by one-month notice in writing of his/her intention to do so or one (1) month's salary in lieu of notice.

**(f) Temporary Administrative and Technical Staff**



The appointment, which is normally tenable for a period of one (1) year or less, may be terminated at any time by one (1) months' notice in writing or a month's salary in lieu of notice.

## **2.24 RE-ENGAGEMENT**

At the sole discretion of Council, the following categories of former Staff may be considered for re-engagement:

- (i) Those who voluntarily resigned.
- (ii) Those whose appointments were terminated under the Redundancy Rule.
- (iii) Those who were invalided but were subsequently declared fit to work; and
- (iv) Those who opted for early retirement.

## **2.25 CONTRACTUAL OBLIGATIONS**

### **(a) Hours of Work**

The standard hours of work shall be forty (40) hours per week, although staff may occasionally be required to work extra hours.

Monday – Friday 8.00am – 4.00pm

### **(b) Drivers**

For drivers, the starting time for work will be 7.00am depending on the requirements of the employer.

### **(c) Excess Workload**

Excess workload shall be calculated according to the Full Time Equivalent (F.T.E.).

### **(d) Shift Duty**

The university may require certain categories of Staff performing certain functions to work in a shift arrangement which may include Saturdays, Sundays, and Public Holidays. A staff on shift duty shall be duly compensated.

### **(e) Absence from Duty**

Members of Staff are required to be present at work during all working hours. However, where absence is unavoidable, Head of Department or Unit must be informed by the quickest means possible. Staff who continually absents himself/herself from work without permission or lawful excuse will be liable to disciplinary action after his/her division has established that the long absence is without justification. Absence from duty for fifteen (15) working days without justifiable cause will lead to stoppage of salary.

### **(f) Identity Cards**

Identity cards shall be issued to all members of Staff and should always be hung. Staff may be required to produce them for inspection at any time. It may

also be necessary for Staff to present their identity cards to Staff when visiting other sections of the University. Staff should ensure that their Identity Cards are kept safely in their possession. Those who lose their cards will be obliged to pay for their replacement. Identity cards must be surrendered when leaving the service of the University.

#### **2.26 Tenure of Appointment**

Without prejudice to the tenured positions, the period of appointment shall normally be tenable to retiring age, subject to good conduct and satisfactory work and as determined by the Governing Council.

#### **2.27 COMPLETION OF TENURED APPOINTMENT (PRINCIPAL OFFICERS)**

Principal Officers who successfully complete their tenure of office shall be entitled to severance/parting gifts as approved by the Governing Council, which shall include maximum of six months' salary, official car(s) and sabbatical leave

## CHAPTER THREE

### 3.0 PROMOTION OF ACADEMIC STAFF

#### 3.1 SENATE APPROVED MINIMUM STANDARD FOR APPOINTMENTS AND PROMOTIONS OF ACADEMIC STAFF IN THE LAGOS STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY

##### 3.1.1 Preamble

The University is a citadel of learning established to impact its environment through teaching, research, and community service. Research underscores these activities occasioning positive outcomes. A good University is rated on the quality of its contributions to knowledge through qualitative research and outcomes. The Lagos State University of Science and Technology is the university oriented towards Science, Technology, Engineering and Mathematics (STEM) programme. The University is purposed to change the horizon focusing more on basic and applied research to address societal problems of production through technologies and innovations. To function as an agent of change to drive the State government development agenda, the university's priority shall be in research, entrepreneurship, and innovations.

##### A. OBJECTIVES

To stimulate and reward:

- (i) purposeful scholarship
- (ii) effective teaching
- (iii) competence and technical skills
- (iv) professionalism

##### 3.1.2 PROCEDURE FOR PROMOTION OF ACADEMIC STAFF

###### 3.1.2.1 Annual Performance Evaluation Report (APER)

- a. The assessment of members of Staff for promotion shall consider among other things, the character, efficiency, and devotion to duty of the Staff concerned. To provide an objective basis for a continuing assessment, all Heads of Department are required to submit an Annual Performance Evaluation Report on a form approved for the purpose by the Appointments and Promotions Committee on every staff within the Department who has completed six (6) months in the employment of the University. The Annual Performance Evaluation Reports shall be reviewed from time to time by Management and approved by the

Appointments and Promotion Committee.

- b. Such Reports shall before submission, be brought by the Head of Department to the notice of the member of Staff in respect of whom it is written, who shall initial the report, and if he so desires, may comment thereon for the attention of the Appointments and Promotions Committee.

**3.1.2.2** There shall be a Standing Appointments and Promotions Committee (A&PC) in every academic unit (College/Department/Institute/Library). The membership of the Department and College Appointments and Promotions Committees respectively shall be expressly stated in these regulations.

The membership of Departmental Appointments & Promotions Committee (DA & PC) begins from the grade of Senior Lecturer (or its equivalent status in respect of the Library (Principal Librarian) and Research Units (Senior Research Fellow). This means that academic staff of the Senior Lectureship grade (or its equivalent) and above shall constitute the membership of the Departmental Appointments & Promotions Committee (DA&PC). The Committee's responsibility is to consider applications for appointments and promotions of candidates in the Department. Departmental Appointments & Promotions Committee shall be a minimum of three (3) most senior members and where there are not enough members of qualified Staff in a Department, the Department shall seek the intervention of the Vice Chancellor. The Dean with the approval of the Vice Chancellor may choose a representative from among the academic staff within the College for the purpose of the exercise in that Department.

**3.1.2.3** The procedure for the promotion exercise begins with the Head of Department receiving a circular announcing the commencement of the exercise. After receiving the circular on promotion from the Human Resources, the Head of Department shall inform all senior staff in the Department. Each concerned senior staff will respond to the content of the circular and submit applications and appropriate number of papers required for the desired positions plus the evidence of Departmental or College or University administrative responsibilities to the Office of the Vice Chancellor.

The Departmental Appointments and Promotions Committee shall meet to consider the cases of all candidates for promotion, within twenty - one days of receipt of applications. The Committee's recommendation on each candidate shall be

forwarded to the Dean with the minutes of the Committee's meeting. The recommendation of the Departmental Appointments and Promotions Committee on all candidates goes to the College Appointments and Promotions Committee (CA&PC) through the Dean. It is the responsibility of the College Appointments and Promotions Committee to present the recommended candidates to the Appointments and Promotions Committee after having done due diligence.

**3.1.2.4** Promotion cases that fail at the departmental level shall not advance to the College Appointments and Promotions Committee (CA&PC). In such a case, the Department shall formally inform the candidate in writing within five (5) working days of that decision, stating the reasons for the failure of the candidate. However, the candidate has a right of appeal against the decision of the Department Appointments and Promotions Committee (DA &PC).

**3.1.2.5** A staff not recommended for promotion at the Departmental level or displeased with the entire process of promotion having observed anomalies may appeal to make his/her observation known through the Dean/Director to the College Appointments and Promotions Committee, (CA&PC) stating the claims for consideration. The Dean shall send such an application to the appropriate department for comments. For fairness, the College Appointments and Promotions Committee (CA&PC) must duly investigate and invite the candidate for his/her defense.

**3.1.2.6** The recommendation shall indicate clearly, the research output of the candidate since the last promotion exercise.

**3.1.2.7** The candidate's curriculum vitae shall contain amongst others:

- (i) date of last promotion or appointment,
- (ii) current position
- (iii) desired position

## **3.2 CRITERIA FOR PROMOTION**

- (a) Participation in a group publications that are properly documented with ISBN Numbers, scores as journal articles.
- (b) Solo exhibition/major production/major commission, scores as two journal articles. To qualify for two journal articles, a solo exhibition/production (of paintings, sculptures, prints and other works of art, as well as large collections of new works) should be properly documented with ISBN number.
- (c) Similarly, a major commission in the form of monument and sculpture or mural for

a public place or as part of a public building scores as a book.

### **3.3 GUIDELINES FOR PROMOTION OF ACADEMIC STAFF**

- (A)
  - i) Promotion shall only range from Assistant Lecturer to Senior Lecturer.
  - ii) Candidates on Training Leave, Study Leave and Sabbatical may be promoted, provided the processes for the promotion had commenced before they proceeded on such leave.
  - iii) Candidates on Leave of Absence may only be promoted provided they are on ground in the last six months of the promotion year. Candidate on leave will not be considered for promotion.
  - iv) Any member of Staff who has not been recommended for promotion by the Department, but who feels that his/her claims for promotion have been overlooked, may make representations to that effect through the Head of Department to the Dean of the College.
  - v) Any member of Staff who has not been recommended for promotion by the College, but who feels that his/her claims for promotion have been overlooked may make representation to that effect through the Dean to the Chairman, (Appointments, and Promotions Committee.
  - vi). Any Staff on Assistant Lecturer position who has successfully completed his/her PhD programme and upon submission of his/her notification of result/ certificate shall be upgraded to the position of Lecturer II.
- (B)
  - i) The Staff being considered for Appointment shall submit the applications through the Department to College Appointments and Promotions Committee made up of Professors in the College for the purpose of review and recommendation(s) to the University Appointments and Promotions Committee.
  - ii) The Staff being considered for Appointment shall be recommended by the Departmental Appointments and Promotions Committee (DA&PC) to the College Appointments and Promotions Committee (CA&PC) made up of only Professors in the College for the purpose of review. Where there are no Professors within, the College may recommend the appointment of external Professors for the purpose of review.

- iii) the assessment of academic publications for promotion of lecturers from Assistant Lecturer to Senior Lecturer shall be carried out by a senior academic staff in the department as directed by the Departmental Appointments and Promotions Committee (DA&PC). A staff moving to the position of a Senior Lecturer shall be assessed by academic staff on Professorial cadre.
- (C) The effective date of the promotion shall be from October 1<sup>st</sup> of the year the Governing Council of the University pronounced and approved the recommendations of the Appointments and Promotions Committee which shall have considered and approved the candidates as primarily promotable subject to Council approval.
- (D) The maturation period before moving to the next cadre/grade shall normally be as follows:
  - i) Three (3) years maturation period to move from Assistant Lecturer to Lecturer II
  - ii) Three (3) years maturation period to move from Lecturer II to Lecturer I
  - iii) Three (3) years maturation period to move from Lecturer I to Senior Lecturer.
  - iv) Three (3) years maturation period to move from Senior Lecturer to Associate Professor.
  - v) Three (3) years maturation period to move from Associate Professor to Professor
- (E) All candidates for promotion beyond Lecturer I cadre shall possess a Ph.D.
- (F) For promotion to Senior Lecturer, all assessors must be Professors/Associate Professors.
- (G) For appointment to the Professorial cadre, all assessors must be Professors.

### **3.3.1 PRIMA FACIE QUALIFIED(PFQ)CASES: PROFESSORIAL APPOINTMENTS**

- i. For appointment to Professorial Cadre
- ii. The Prima Facie Qualified (PFQ) case shall be established by the Departmental Appointments and Promotions Committee (DA&PC) upon the approval of the College Appointments and Promotions Committee (CAP&C)/PFQ Committee, subject to positive reports from a Professor in the department and where there is no Professor in the department, an assessor from the University in a cognate discipline would conduct the assessment.

- iii. The report of the College Appointments and Promotions Committee in respect of candidates for appointment shall be forwarded for the consideration and approval of the Appointments and Promotions Committee after which the Dean will be required to recommend to the Vice-Chancellor (under confidential seal), names of six (6) renowned Professors for assessment of the candidates of which two (2) must be international.
- iv. From the six (6) names recommended (under confidential seal), the Vice-Chancellor may select any three (3) to assess the candidates already prima facie qualified (PFQ).
- v. At least, two (2) of the reports of the three (3) Assessors on a particular candidate must return positive to qualify such candidate for interview and appointment to professorial cadre.
- vi. The report of such assessment shall be forwarded to the Appointments and Promotions Committee for consideration while the recommendations on same shall be forwarded to the Council for approval.
- vii. Whereas Assessors' reports should be made available to the Appointments and Promotions Committee, the identity of the assessors should be treated with utmost confidentiality.
- viii. All fresh academic appointments shall be subjected to interview.
- ix. For all Associate Professorial and Full Professorial appointments, there shall be three (3) assessors, where at least two (2) of their reports shall be positive to qualify a candidate for interview and appointment. External candidates for professorial appointments shall be assessed and interviewed.
- x. Where a member of Staff applies for a vacant position before maturation, such a candidate shall be subjected to the same conditions as an external candidate.
- xi. PFQ should not be used for promotion up to the rank of Senior Lecturer.
- xii. For promotion/appointment to the rank of Senior Lecturer and above, there shall be a conduct of appointment/promotion interview in addition to completion of the e-APER form and determination of PFQ through internal and external assessments of academic publications.
- xiii. Appointments/promotions of Interview to Professorial cadres shall attract maximum of ten (10) marks.

### **3.3.2 PUBLICATIONS**



The following guidelines shall apply for assessment and scoring of publications for the purpose of Appointment and Promotion of Academic Staff in the University:

### **3.3.2.1 Template for Assessment of Academic Publications**

1. The scoring of publications during assessment exercise is as follows:
  - i. Patents and Certified Inventions is maximum of 6 points
  - ii. Textbook is maximum of 5 points
  - iii. Journal article is maximum of 3 points
  - iv. Chapter in a book is maximum of 2 points
  - v. Reference Monographs is maximum of 2 points
  - vi. Revered Conference Proceeding is maximum of 2 points. Conference proceedings is maximum of 10% of total publications submitted
  - vii. Sole author and first author attracts 100% of marks allocated while second author and other authors attracts 80% of marks allocated
  - viii. Candidates score is equal to 100% for Sole author and first author and 80% for second author and other authors
  - ix. All publications submitted by candidates should be assessed to form the final/aggregate score
2. The minimum number publications required for Appointment and Promotion is: Twelve (12) for Senior Lecturer out of which two (2) must be international journals; Eighteen (18) for Associate Professor, out of which six (6) must be international publications and Twenty-two (22) for Professor out which eight (8) must be international
  - i. Proportion of the first authorship in papers will be:
    - Professor – minimum 30%
    - Associate Professor – minimum 25%
    - Senior Lecturer – minimum 20%
  - ii. The final score for publications should be a simple addition of paper-by-paper candidate scores without any ratio-based conversion formula
  - iii. For candidate to be promotable, the following pass marks should apply:
    - Senior Lecturer is 30 points
    - Associate Professor 45 points
    - Professor is 60 points.
3. Journals of international standard are as determined by the College Appointments & Promotions Committee in consultation with the Departmental Appointments and

- Promotions Committee The articles in such journals must be peer-reviewed, indexed, or abstracted, and should reflect international scholarship.
4. Journals of international standard may not necessarily be location-bound; the fact remains that all the journal articles of candidates should not be totally local.
  5. Articles/books co-authored by a candidate and a would-be-assessor should not be more than 20% of the candidate's publications for the assessor to be found eligible to assess that candidate.
  6. Each Academic Unit shall have a list of acceptable journals and endeavor to update the list regularly in the relevant discipline.
  7. Any work to be considered as publication must have either appeared in print or been accepted for publication within three (3) years of the date of acceptance from Senior Lecturer and above
  8. A candidate shall NOT publish more than two (2) research articles in a particular edition of a journal.
  9. External assessors being nominated must be in the same area of specialization as the candidate.
  10. For promotion to the grade of Senior Lecturer, all assessors must be either Professors or Associate Professors.
  11. For appointment into positions above the grade of Senior Lecturer, all assessors must be Professors.
  12. A candidate, whose application for promotion/appointment fails, can be considered for promotion or appointment during the next year Appointment and Promotions exercise.
  13. While the effective date of promotion shall be 1<sup>st</sup> October of the year of promotion, the effective date of appointment shall be according to the approval of the Governing Council.
  14. Appeal from members of Academic Staff against the decisions of the Appointments and Promotions Committee shall be routed through their respective Heads of Department, Dean of College, who should comment on whether there is new evidence to justify reconsideration at its first meeting during the succeeding session after the promotion exercise. A candidate can make a final appeal to Council through the Registrar and Secretary to Council if he/she so desires.

**3.3.3 CRITERIA FOR SCORING AND WEIGHTING FOR APPOINTMENT AND PROMOTION OF ACADEMIC STAFF OF THE LAGOS STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY**

<b>Item</b>	<b>Score</b>
<b>(A) Academic Qualification:</b>	
(i) A recognized Doctorate Degree – D.Sc., PhD, etc.	10 Points
(iii) A Master’s Degree obtained by Research, e.g., M. Phil	8 Points
(iv) A Master’s Degree obtained largely by course work and examination	7 Points
(vi) A First-Class Honour’s Degree	6 Points
(vii) A Second Class (Hon) Upper Division	5 Points
(viii) A Second Class (Hon) Lower Division	4 Points

<b>(B) Professional Qualifications:</b> M.B.A., M.P.A., A. C. I. B., B. L., A. C. A., AG. B., A. C. C. A., I. C. S. A., A. C. I. S., COREN Registration, and other recognized Professional bodies	2 Points
<b>(C) Academic Distinction/Fellowship in all Disciplines</b>	3 Points

**NOTE: “In case of doubt during assessment, any degree that is not contained in the above table may be referred to a competent authority for expert opinion”.**

**3.3.4 Promotion from Assistant Lecturer to the Grade of Lecturer II**

- a. An Assistant Lecturer shall be upgraded to the position of Lecturer II upon acquisition of Ph.D. with cognate relevance.
- b. Promotion from Assistant Lecturer grade to the grade of Lecturer II may be made on the following basis:
  - i. adequate teaching experience for a minimum of three years; and
  - ii. Evidence of scholarship

**3.3.5 Promotion from Lecturer II to the Grade of Lecturer I**

Promotion from Lecturer II to the grade of Lecturer I may be made based on:

- (a) Adequate experience for a minimum of 3 years
- (b) Adequate teaching ability.
- (c) Adequate research.
- (d) Adequate publications

### **3.3.6 Promotion from Lecturer I to the Grade of Senior Lecturer**

Promotion from Lecturer I to the grade of Senior Lecturer may be made based on:

- (a) Adequate experience for a minimum of 3 years
- (b) Adequate teaching ability.
- (c) Adequate research.
- (d) Adequate publications
- (e) Possession of a higher degree of Ph.D. or its equivalent is mandatory for this category of Staff.

#### **Note**

- (i) Recommendation for promotions up to the grade of Senior Lectureship shall be considered by the appropriate Departmental/College Committee, which shall decide on the said recommendation with assessors' reports on sufficient basis and thereafter escalate the recommendation to Appointments and Promotions Committee for consideration and approval.

### **3.3.7 Appointment from Senior Lecturer to the Grade of Associate Professor**

- (a) For appointment from Senior Lecturer to the grade of Associate Professor, the candidate shall be fully assessed on the following criteria:
  - (i) adequate experience, including where applicable, professional competence.
  - (ii) outstanding research and publications.
  - (iii) adequate teaching ability for a minimum of 3 years.
  - (iv) possession of a higher degree of Ph.D. or its equivalent.
  - (v) When the Committee is satisfied that there is a *prima facie* case, it shall proceed to seek the advice of three [3] assessors who shall be appointed by the University as indicated in 2.5 – 2.6

### **3.3.8 Appointment from Associate Professor to the Grade of Professor**

- (a) For appointment to the grade of Professor, the candidate shall be fully assessed on the following criteria:
  - (i) adequate experience, including where applicable, relevant professional competence.
  - (ii) very outstanding research and publications:
  - (iii) exceptional teaching ability.
  - (iv) evidence of leadership in research and postgraduate supervision.

- (v) administrative ability or competence.
- (vi) possession of a higher degree of Ph.D. or its equivalent.
- (b) Only recommendations on or applications of candidates from the grade of Associate Professor of three years standing shall be considered.
- (c) When the Committee is satisfied that there is a prima facie case, it shall proceed to seek the advice of three of three [3] assessors who are recognized experts in their fields in line with these regulations.

### 3.3.9 Promotion Criteria [Academic Staff]

These regulations are intended as general and useful guidance. Every recommendation shall be considered strictly on its academic merit.

### 3.3.10 FORMAT FOR PRESENTATION OF CURRICULUM VITAE FOR APPOINTMENT/PROMOTION IN THE UNIVERSITY

To ensure that criteria for Appointment/Promotion are consistent and comparable, a uniform format of presenting published work as suggested below should be followed:

- (1) **Books, monographs** should be listed separately, in a conventional way E.g.,  
Edington, G.M. and Gilles, E.M. (1969) Pathology in Tropical: London. Arnold; 265 pages.  
Duncan Wallace, I.N. (1994) Hudson's Building and Engineering Contracts: London. Sweet and Maxwell; Vol. 1, 1104 pages.  
Sharma, B.R. (2012) Forensic Science in Criminal Investigation and Trials: New Delhi. Universal Law Publishing Co. Pvt. Ltd; 1287 pages.
- (2) **Publications in Journals** should be rendered thus: Author(s), date, title of journal, volume, number, and page(s) number: e.g., Osuntokun, B.O. (1970): Cassava Diet and Cyanide Metabolism in Wistar Rats. British. Journal of Nutrition Vol.18. No. 1, 377  
Julian Kinderlerer and Diane Longley (1998) Human Genetics: The New Panacea? The Modern Law Review. Vol. 6. No.5, 603-620  
Where there are multiple authors, publications should be rendered exactly as they appear in the journal. No attempt must be made to change the order of authorship round or to use the form: "Smith and others ... "page numbers must be quoted in full to indicate the length of the paper.
- (3) Patents, state, title, number, and date.

- (4) Books and papers not yet in print but already accepted for publication should be categorized, with the name of publisher/journal and a photocopy of the letter of acceptance.
- (5) Research in progress must be separately treated, stating precisely when this was started, with a brief paragraph to indicate the “story so far” and its potential. It is valuable for candidates to indicate the direction in which their published work and research is oriented and, if possible, separate the major publications from those of a mere general nature.
- (6) 20 copies of curriculum vitae as per this format should be submitted together with the soft copy to the Human Resources Department or as indicated in the call circular for promotions.

**Note:**

For comparability, the layout/format of Curriculum Vitae, should as much as possible, be consistent from year to year, except when a modification has been approved by the Appointments and Promotions Committee.

- I.
  - (a) Name (underline Surname)
  - (b) Date of Birth:
  - (b) Department:
  - (d) College:
- II.
  - (a) First Academic Appointment
  - (b) Date of Confirmation of Appointment
  - (c) Present post (with date)
  - (d) Date of last Promotion
  - (e) Period of Appraisal
  - (f) Date last considered (in cases where promotion was not through)
- III. University Education (with dates)
- IV. Academic Qualification (With dates and granting bodies)
- V. Professional Qualifications and Diplomas (with date)
- VI. Scholarships, Fellowships and Prizes (with date) (in respect of Undergraduate and Postgraduate work only).
- VII. Honours, Distinctions, and Membership of Learned Societies and details of Teaching Experience at University level.
- VIII. Research in progress/Research completed.
- IX. Publication, Books, Articles

- (a) Dissertation and Thesis
- (b) Technical Reports
- (c) Books or Chapters in books already published
- (d) Patents
- (e) Articles that have already appeared in learned journals
- (f) Conference Proceedings
- (g) Seminar, Workshop/Conference attended with date

X. Referees

**Notes**

- (a) Promotion of academic Staff shall be based essentially on research, teaching and Community services within the University but may include consideration of relevant national and/or international assignments.
- (b) All assessors of candidates shall be asked to score ONLY the publications presented to them. They should be intimated with the University's scoring system.
- (c). A&PC shall design and make available to all academic staff the required format for presentation of Curriculum Vitae for promotion

**3.3.11 THE FOLLOWING SECTIONS SHALL CONSTITUTE A SEPARATE ATTACHMENT TO THE CURRICULUM VITAE**

- I Research
  - (i) Completed
  - (ii) In progress
  - (iii) Dissertation and Thesis
- II Publications
  - (i) Books or Chapters in Books already published
  - (ii) Patents
  - (iii) Articles that have already appeared in learned journals
  - (iv) Books, Chapters in Books and Articles already accepted for publications
  - (v) Technical Reports
- III Major Conferences Attended with Reports and Papers Read (in the last 5 years)

**Note:** Please use a single asterisk for publications which have appeared or have been accepted since last promotion or appointment and a double asterisk for publications which have appeared or have been accepted since last consideration for promotion.

- IV To be eligible for promotion from one grade to another, a candidate shall score at least 50% of each of the three areas identified [Teaching, Research, and Services within the University/National or international assignments] and the following scores will apply as relevant:
- (i) A total of 75% for the promotion to the grade of professor.
  - (ii) A total of 65% for the promotion to the grade of Associate Professor.
  - (iii) A total of 55% for the promotion to the grade of Senior Lecturer
  - (iv) A total of 50% for the promotion to the grade of Lecturer I

### **3.4 GUIDELINES ON THE REGULATIONS (ACADEMIC STAFF)**

#### **3.4.1 Status of College Appointments and Promotions Committee**

Departmental and College Appointments and Promotions Committee are expected to operate as Sub-Committees of the Appointments and Promotions Committee. This means that the Appointments and Promotions Committee is delegating responsibility to College Committee to act as clearing houses regarding the business of the annual promotions exercise.

#### **3.4.2 Functions**

- (a) College Appointments and Promotion Committee (CA&PC) are to serve as clearing houses for all cases of promotion to the grades of Lecturer II, Lecturer I and Senior Lecturer, Associate Professor and Professor or equivalent grades. Where Professorial cadre cases are being considered, ONLY Professors are qualified to attend such meetings.
- (b) All cases submitted by Head of Department shall be considered by the College Appointments and Promotions Committee which shall ensure that all relevant information in each case has been supplied and submitted to the College Appointments and Promotions Committee for consideration and approval.
- (c) To determine whether a *prima facie* case has been made in respect of each recommendation, whereupon it shall forward its recommendation and other comments together with the applications of those candidates in respect of whom *prima*



*facie* cases had been established to the College Appointments and Promotions Committee.

### **3.4.3 Composition of the College Appointments and Promotions Committee**

- (a) Dean of College as Chairman
- (b) All Professors in the College
- (c) All Heads/Acting Heads of Departments in the College
- (d) College representatives: three (3) members elected by the College Board not below the rank of Senior Lecturer
- (f) Secretary - College Officer

**Note:**

- i. **Quorum** - **one-third of the membership**
- ii. **Voting** - **Simple majority of those present and voting**

### **3.4.4 The Use and Role of External Assessors**

In the early years of the University, the Colleges will adopt the combination of internal and at least one (1) external assessor to determine *Prima Facie* Qualifications of all academic staff due for promotion.

### **3.4.5 Finalization of Part I Promotions**

Part I promotions (i.e., up to Senior Lecturer) shall be finalized at the College Appointments and Promotions Committee (CA&PC), only a report on the promotion exercise shall be made to the Appointments and Promotions Committee.

### **3.4.6 Assessment of Publications in Respect of Candidates for Appointment to Professorial Grades**

At the end of each session's appointments and promotions exercise, the Dean in consultation with the substantive Head of Department shall submit to the Vice-Chancellor, a list of six (6) assessors with two (2) outside Nigeria and four (2) in respect of candidates for whom *prima facie* cases have been approved by the University's Appointments and Promotions Committee. Out of this number, three (3) assessors shall be appointed by the Vice-Chancellor which shall be one (1) external and two (2) internal. Any two (2) positive outcomes of assessment qualify the staff for promotion.

**Note**

- (i) The candidate's publications, as well as the list of publications shall be forwarded to the external assessors.

- (ii) Where an Acting Head of Department is also a candidate for promotion, the Dean of the College shall make the nomination of assessors.
- (iii) Deans of Colleges shall give brief written statements on the distinguished academic qualities of the scholars they recommend for appointment as assessors, with a view to justifying their nomination.
- (iv) The nomination shall be made in confidence to the Vice-chancellor.
- (v) Each proposed assessor must have attained both national and international eminence in a particular relevant academic discipline, and the academic or equivalent status of a professor.
- (vi) The proposed assessor must have teaching and/or research responsibilities in a reputable University or similar institutions.
- (vii) External assessors' consent to serve shall be obtained before publications are sent to them, and they shall be given honoraria.
- (viii) For a candidate to be appointed, the reports of at least two of the three external assessors must be favorable and thereafter invited for interview which must be passed to be found appointable.
- (ix) An individual shall not be eligible to serve as an external assessor/examiner after five years of disengagement from the university system/Research Institute.

#### **3.4.7 Guidelines for Assessors**

An assessor will be required to give detailed answers as much as possible to the following in his/her report of assessment of a candidate's contribution to scholarship through publications:

- (1) Do you know this candidate who is being considered for professorship? If so, in what connection or capacity?
- (2) Are his/her research papers known to you before now? If so, which?
- (3) Please comment freely on the works known to you before now; those papers you are coming across for the first time.
- (4) Please specify which of his/her work is outside your field, or you are unable to comment fully on.
- (5) What in your opinion is/are the contribution(s) of this candidate to knowledge in his/her field.
- (6) Please provide paper by paper assessment

- (7) Please give your overall judgment and specific recommendation on the candidate's suitability for Promotion/appointment.

#### **3.4.8 Research to be considered would include:**

- (i) Journal Articles
- (ii) On-going research
- (ii) Designs
- (iv) Inventions
- (v) The following shall also be accepted as evidence of research:
  - (a) Progress reports on long-term research undertaking.
  - (b) Referred Conference Proceedings and seminar papers, based on on-going research.
  - (c) Monographs/Technical Report.

#### **3.4.9 Weighting**

- (i) Weighting of Multiple Authorship**

The rules in regulations 2.7.3 (1 and 2) above apply wholesale.
- (ii) Weighting of Books and Chapters in Books**

Books in this category must be scholarly works, adjudged scholarly work or textbooks should have greater weighting than journal articles and should be assessed. *Chapters in books should have equal weighing with journal articles.*
- (iii) Weighting for Proceedings**

Referred articles published in the proceedings of conferences of learned societies shall be scored 50% of the score allocated to journal articles.

#### **3.4.10 Concept**

- (i) Concept of Clinical Work, Creative Work, Recognized Professional Contribution, Registered Patents and Design**

All these should be given due recognition provided the contribution is relevant to the discipline in which a candidate is being considered for promotion or appointment.
- (ii) Concept of Learned Journals**

Each College should be able to determine which journals are learned journals and which are not.

### **3.4.11 Technical Reports**

- (i) Each College shall define its own concept of technical report and submit same to Appointments and Promotions Committee.
- (ii) The College shall similarly determine the appropriate mix of technical reports amongst other publications, for each cadre of promotion.
- (ii) Technical reports shall not normally attract equal weighting with journal articles.

### **3.4.12 Assessment of Quality and Quantity of Publications**

- (i) Candidates for promotion to the grades of Associate Professor and Professor should be advised to:
  - (a) list their publications in groups stating the contribution to scholarship in each group.
- (ii) Assessors should be advised to set out their assessment along the following lines:
  - (a) Information or subject matter i.e., what new information is provided directly in the group of papers.
  - (b) *Significance i.e., the implications for new knowledge and ignorance in areas of scholarship connected with the theme, and the weight of these implications.*
- (iii) Scope i.e., the extent of the substance embraced by candidate's treatment of the theme e.g., to study a phenomenon, one may focus on this among a specie or the entire species. The scope is wider in the latter.

### **3.4.13 Duplication and Overlapping in Publication**

Candidates should be encouraged not to duplicate publication. Duplication is an unnecessary repetition of the substance in a published work, and this is undesirable. Candidates should be advised, in their own interest, to avoid overlapping as much as possible. Though it is sometimes inevitable, but where overlapping occurs, candidates should be advised in grouping such publications, to so indicate and state development or advancement upon previous work.

Assessors should not score duplicate publications.

### **3.4.14 Criteria for Appointments and Promotions – Academic Staff**

- (a) The same criteria shall apply for appointment and promotion but the processes for both may not be totally identical. A candidate whose application for promotion/appointment fails, may be considered for promotion or appointment to the same grade with improved research and work output not earlier than one year from the date the Appointments and Promotions Committee decided his/her case for promotion or appointment, as may be applicable.
- (b) A candidate shall not be considered for both simultaneously.

#### **3.4.15 Appeals for Reconsideration of Decision of Appointments and Promotions Committee**

Appeals from members of academic Staff against the decisions of the Appointments and Promotions Committee shall be routed through their respective Heads of Departments and Deans of Colleges who should comment on whether there is any new evidence to justify a reconsideration at its first meeting during the succeeding session after the Promotion Exercise. A candidate can make a final appeal to Council through the Secretary to Council if he so desires.

#### **3.4.16 Effective Date of Promotion**

Promotion will not take effect earlier than the first day of October after the date on which the promotion is initiated.

### **3.5 GUIDELINES ON THE REGULATIONS FOR PROMOTIONS OF THE ACADEMIC STAFF OF THE LIBRARY**

#### **3.5.1 Preamble**

Academic Librarianship, which is a combination of professionalism and scholarship, is very strongly service-oriented. By its very nature, its professional/service aspect tends to make disproportionate demand on the time of the practitioner. Moreover, a long period of experience is usually required before maturity can be attained in terms of research and publications. Therefore, in most cases, but particularly not to the Senior Librarian grade, greater emphasis should be placed on professional competence and experience than on research and publications.

- (a) Professional ability and competence will be adjudged on the following:
  - (i) Professional practice in an academic or research institutions.
  - (ii) Workload and level of productivity.

- (iii) Nature of responsibility, including ability to manage a sub-section of the library.
- (b) In addition, a Librarian is expected to take keen interest in any activity capable of enhancing library and information in and outside the University. The elements of contribution include:
  - (i) level of professional practice/responsibility in an academic or research library.
  - (ii) activities in professional associations.
  - (iii) contribution to the professional literature, and body of knowledge or practice.

### **3.5.2 Research**

The Librarian in a university system should also engage in research. This shall include the following:

- (3) on-going research, particularly all studies at improving professional practice.
- (ii) theses and dissertations, subject bibliography.
- (3) policy papers, manuals.
- (iv) others viz:
  - (a) unpublished bibliographies, indexes, guides, and book reviews.
  - (b) conference and seminar papers  
abstracts (which have not otherwise been published).

### **3.5.3 Publications**

- (i) Articles published in refereed journals
- (ii) Books or chapters in books (which should be relevant to the discipline of the candidate)
- (3) Accepted articles or manuscripts for books may be used for promotion to all grades but these would be only on strict verification by the Library Promotions Committee.
- (3) Published conference papers.
- (iv) Bibliographies, indexes, and guides.

### **3.5.4 Experience**

As applicable to equivalent positions in academic Departments.

### **3.5.5 Promotion Criteria for Academic Staff of the Library**

#### **1 Upgrading of Library Assistant to Librarian II**

(a) A Librarian-in-Training on completion of a higher degree in Librarianship may be upgraded to the grade of Librarian II. Other conditions shall be as for regulations. 3.3.2 and 3.3.3. to 3.3.8

(b) possession of a higher degree

## **2 Promotion from Librarian II to the Grade of Librarian I**

Promotion to the grade of Librarian I may be made based on:

(i) adequate experience after a minimum of 3 years.

(ii) evidence of professional contribution.

## **3 Promotion from Librarian I to the Grade of Senior Librarian**

Promotion to the grade of Senior Librarian may be made on the following grounds:

(i) adequate experience after a minimum of 3 years.

(ii) evidence of professional contribution.

(iii) evidence of research ability or publications as stated in 3.3.2.1 (2).

## **4 Promotion from Senior Librarian to the Grade of Principal Librarian**

Promotion to the grade of Principal Librarian may be made on the following grounds.

(i) adequate experience after a minimum of 3 years.

(ii) adequate professional contribution.

(iii) adequate research and publications as stated in 3.3.2.1 (2).

## **5. Promotion to the Grade of Deputy Librarian**

Promotion to the grade of Deputy Librarian may be made based on:

i. adequate experience after a minimum of 3 years.

ii outstanding professional contribution.

iii significant research and publications as stated in 3.3.2.1 (2)..

### **Note:**

Recommendations for promotion to this grade shall be accompanied by a full internal assessment of the candidate's contribution to scholarship pursuant to the procedure set out for assessment in regulations 2.7 to 2.7.3 and 2.9.3 above.

## **3.6 PROMOTION DENIAL**

Promotion cases denied by the HOD, such officer can appeal through the Dean.

## **CHAPTER FOUR**

### **4.0 PROMOTIONS OF NON-TEACHING STAFF**

## **4.1 PROMOTION OF ALL STAFF**

### **4.1.1 Preamble**

- (a) It is the aim of the University to advance every member of Staff as reasonably and as is consistent with:
  - (i) His/her proven abilities
  - (ii) Expertise
- (b) Promotion to posts in a higher grade will be decided based on merit, ability, performance, conduct, contribution, seniority, and other factors as relevant to the appointment or position under review.
- (c) The determination of ability and merit involving promotion shall be in three (3) layers i.e., Departmental/Unit/College/Directorate/Institute, and the University.
- (d) Seniority will only be considered as a basis for promotion when other factors including merit are substantially equal.
- (e) In considering promotions to higher positions, ability and performance shall outweigh length of service.
- (f) Unless otherwise decided, a Senior Staff on promotion to higher grade shall enter at the first step in the higher grade. Where, however, his/her current salary is higher than the first step of grade level to which he has been promoted; his/her point of entry shall not be lower than what he would have earned had he been given annual increment.
- (g) promotion of all staff must be approved by the Governing Council.

### **4.1.2 Qualifications and Conditions for Promotion**

- 1) Candidates for promotion shall possess all the criteria, qualifications and experience required of the post for which they are being considered.
- 2) Promotion of Non-Teaching Staff to the higher post should have been provided for as an established post during the fiscal/budget year. Consequently, recommendation made by Head of Department to the Appointments and Promotions Committee shall be for the purpose of establishing a prima facie case for promotion.
- 3) Non-Teaching Staff advancing to higher grades up to CONUNASS/CONUATSS 12 positions, in addition to other criteria, shall not be promoted unless he/she has attained 70% in the APER assessments in the year of promotion and has



completed not less than three years in his/her current grade on the 1<sup>st</sup> of October of the year the promotion takes effect.

- 4) For promotion to CONUNASS 13 positions, assessment of candidates shall be as follows:
  - a. minimum score of 70% in the promotion year's APER shall only pre-qualify candidates for the CBT and shall not form part of the benchmark aggregate required for promotion.
  - b. In furtherance of the above, only candidates who passed the CBT with minimum score of 50% shall be invited for the oral interview.
  - c. A Candidate shall be promotable only if he/she attains minimum score of 65% at the oral interview.
- 5) All candidates advancing to CONUNASS 14 positions either by appointments or promotions shall in addition to other requirements obtain:
  - a. Minimum of 65% score from a Computer Based Test [CBT] involving professional competency, IT literacy and General Knowledge [including Current Affairs and Use of English] to qualify for oral interview
  - b. Minimum of 70% score at oral interview to be eligible for promotion or appointment.
- 6) A member of Staff who is on Training Leave shall be entitled to his/her annual increment and promotion if the process of his/her promotion had commenced before he/she embarked on the training leave.
- 7) The posts of Registrar, Bursar, University Librarian and Director of Service Departments shall be filled by appointment and not by promotion.
- 8) Candidates possessing National Diploma (ND) or Advance NABTEB or NCE or equivalents shall not advance beyond CONUNASS/CONUATSS 09.
- 9) In the promotion year, the record of Staff must be free of any formal warning letter or any other disciplinary sanction against the Staff, otherwise such Staff would forfeit his/her promotion.
- 10) Candidates who are NOT successful at any of the assessment stages would go through the process in the succeeding year until when they are successful.

#### **4.1.3 Annual Performance Evaluation Reports (APER)**

As set out for assessment in regulation 3.1.2.1

#### **4.1.4 Criteria for Assessment and Weighting at Promotion Interview of Administrative, Professional and Technical Staff.**

As far as possible, the following criteria and weighting shall be used for the assessment of candidates for promotion into Administrative, Professional and Technical positions:

General Comportment	10 marks
Current Affairs/General Questions	20 marks
Appearance	10 marks
Expert Assessment	60 marks
<b>TOTAL</b>	<b>100 marks</b>

#### **4.2 STAFF STRUCTURE AND PROMOTION**

##### **4.2.1 Criteria for Determining Seniority**

The date of first appointment, or promotion to a given cadre, shall normally be the criterion for determining seniority.

##### **4.2.2 Annual Increment**

- i. Annual increment is automatic except when a staff has a disciplinary case, in which case the Annual Increment is deferred or withheld with the approval of the Appointments and Promotions Committee or Council.
- ii. The incremental date of members of Staff shall be the 1<sup>st</sup> day of October. No increment shall be granted in any year to staff appointed into service of the University or who enters a new salary scale, on or after 1<sup>st</sup> day of April of the Year.
- iii. A member of Staff who has not reached the maximum point in the salary grade applicable to him shall be granted an increment annually in accordance with the appropriate salary scale.
- iv. There shall be a mandatory annual appraisal of all staff, which shall be considered during promotions exercise.

#### **4.3 TYPES OF PROMOTIONS FOR NON-TEACHING STAFF**

##### **4.3.1 Ordinary Promotion**

This shall be a promotion to the next grade after serving the prescribed minimum number of years since the last promotion.

- i. A candidate for ordinary promotion to the next grade shall be assessed on the following criteria:
  - (a) General ability

- (b) disposition to work
- (c) initiative
- (d) personal integrity
- (e) attitude to work; and
- (f) experience

**Note**

Promotion should be to established positions after certain level and subject to some form of examination or test of skill with other criteria as may be approved by Council from time to time.

Subject to review by the Appointments and Promotions Committee with respect to the following Administrative, Technical, Professional and Other cadres, the required number of years of cognate experience shall be three (3) years considered as the required minimum number of years of experience:

ii.	<b>Executive Cadre</b>	
	CONUNASS 6 – 7	3 Years
	CONUNASS 7 – 8	3 Years
	CONUNASS 8 – 9	3 Years
	CONUNASS 9 – 11	3 Years
	CONUNASS 11 – 12	3 Years
	CONUNASS 12 – 13	3 Years
iii.	<b>Administrative Staff Cadre</b>	
	CONUNASS 7 – 8	3 Years
	CONUNASS 8 – 9	3 Years
	CONUNASS 9 – 11	3 Years
	CONUNASS 11 – 13	3 Years
iv.	<b>Technical Staff Cadre</b>	
	CONUNASS / CONUATSS 6 – 7	3 Years
	CONUNASS / CONUATSS 7 – 8	3 Years
	CONUNASS / CONUATSS 8 – 9	3 Years
	CONUNASS / CONUATSS 9 – 11	3 Years
	CONUNASS / CONUATSS 11 – 12	3 Years
	CONUNASS / CONUATSS 12 – 13	3 Years

Subject to review by the Appointments and Promotions Committee with respect to the following Administrative, Technical, Professional and Other cadres, the required number of years of cognate experience shall be three (3) years considered as the required minimum number of years of experience:

- (a) Executive Officer Cadre from CONUNASS 06 through CONUNASS 13;
- (b) Administrative Staff Cadre from CONUNASS 07 through CONUNASS 13;
- (c) Technical Staff Cadre from CONUNASS/CONUATSS 06 through CONUNASS 13;

v. **Qualifications**

A candidate recommended for promotion to a higher grade must possess the qualifications and experience for that post as shown in the scheme of service.

**4.3.2 Accelerated promotion**

Promotion shall be deemed to be accelerated where it is effected before the staff has spent the mandatory 3 years on the salary grade from which he is advancing based on an exceptional performance.

The following rules shall govern the consideration of all recommendations for accelerated promotions.

- i. Accelerated promotion shall be considered only in respect of staff that have spent a minimum of two (2) years in post whilst normal promotions shall be in respect of staff who have spent the maturation period of three (3) years in post.
- ii. Recommendation for accelerated promotion shall have to be justified on one or more of the following grounds:
  - a. Enlarged Schedule.
  - b. Increased responsibility arising either from growth of the Department or from unforeseen circumstances or both; and
  - c. Reward for outstanding staff performance adjudged to be substantial towards the achievement of the goals and objectives of their respective Departments or the University.

**4.4 Effective Date of Promotion**

Promotion will not take effect earlier than the first day of October after the date on which the promotion is initiated.

**CHAPTER FIVE**

**DISCIPLINE AND GRIEVANCE**

**5.1 INTRODUCTION**

It shall be the duty of every Staff to acquaint himself or herself with the University's disciplinary rules and any other regulations in force.

Disciplinary Proceedings are the procedure initiated by or at the instance of or with the approval of the Vice-Chancellor against a Staff of the University in accordance with any disciplinary provisions to establish whether:

- a. the conduct of the person in question in the matter, has been, in any respect blameworthy, or
- b. it is in the interest of the Department where he is deployed and generally in the interest of the University that he/she should be sanctioned.

The power to terminate/dismiss staff in the employment of the University is vested in the Council after compliance with all disciplinary procedures, while the power to exercise disciplinary control over staff in the employment of the University lies with the Vice-Chancellor and to the Departmental Heads.

Any disciplinary proceedings against a female staff which might otherwise have been taken during the period of her maternity leave, shall be postponed until her maternity leave has expired. Such postponements however, shall not in any way be prejudicial to the proceedings against her.

## **5.2 DISCIPLINARY PROCEDURES**

- a. Disciplinary action can be initiated at the Unit/Department/College level by the Head of Unit/Department/College;
- b. The above provision however does not preclude the Vice-Chancellor from initiating a disciplinary procedure in exercise of his/her statutory powers to maintain the good order of the University;
- c. Upon the approval of the Registrar, the Human Resources Directorate can also initiate the disciplinary process by issuing a query to the Staff involved in misconduct, such as falsification of results, records, age, and non-compliance with the directive on posting, or such offences committed in connection with members of the public, which may be reported from time to time and report such action to the Vice-Chancellor;
- d. the Human Resources Directorate shall look at the allegations contained in the query, as well as the response by the alleged Officer and evaluate whether the response is in line with regulations;

- e. if the Human Resources Department finds that the response to the query was not in line with the regulations, shall make appropriate recommendations to the Registrar with respect to the matter;
- f. meanwhile, any superior officer or Head of Department to whom a response to query is not satisfactory shall state in his/her comments verifiable information debunking the defence(s) of the respondent as reasons for his/her position and inform the affected staff (i.e. the respondent) and the Human Resources Department accordingly;
- g. in the event that the superior Officer/Head of Department finds the response to the query unjustifiable in contrast to the position of Human Resources Directorate that the response to the query had objectively addressed the issues raised in the response, it (Human Resources Directorate) shall in accordance with appropriate provisions inform the superior officer or Head of Department and the staff involved that the response was in order and the query would no longer count against the staff in the future;
- h. if the Head of Department feels otherwise, the Human Resources Directorate shall necessarily process a case for the Staff Disciplinary Committee when such matter had not been effectively and satisfactorily concluded in accordance with relevant regulations.
- i. the Staff Disciplinary Committee shall consider the fresh matter before it at its meetings and shall investigate the matter and make appropriate recommendation(s) to the Appointments and Promotions Committee.
- j. To ensure fair hearing, equity and justice, the Staff Disciplinary Committee shall invite the concerned member of staff for interrogation and to make submissions to it in respect of the allegation being investigated as it affects the staff.
- k. The recommendation(s) of the Staff Disciplinary Committee either for sanction upon determination of guilt or acquittal upon determination of innocence of the member of staff is then forwarded to the Appointments and Promotions Committee for considerations and record its decisions. The decisions of the Appointments and Promotions Committee are then forwarded to the Governing

Council which shall consider same and take a decision(s), either to uphold or upturn the recommendations of the Committee.

- l. The Head of Unit/Department/College shall be responsible to the Vice-Chancellor for the maintenance of the day-to-day discipline of the Staff assigned to his/her Unit/Department/College in all matters relating to the Unit/Department/College.
  - m. The Head of Unit/Department/College shall have the power to issue written queries to staff assigned to his/her Unit/Department/College in respect of inefficiency, whether general or specific, misconduct or for any act which he deems prejudicial to the image and interests of the University.
  - n. Disciplinary procedures in respect of an erring member of Staff are initiated at the Department by the Head of Department of the concerned Staff. When a member of Staff is alleged of misconduct or is found to be inefficient in a particular regard, the Head of Department shall query the erring member of Staff who shall respond to the query, within the time stipulated. If his/her response is satisfactory, the disciplinary procedure shall terminate there.
- 5.1.8** The following disciplinary procedures shall be strictly followed for Staff of the university:
- a. upon the receipt of a report/observation/allegation of wrongdoing, query shall be issued to the member of staff at the Departmental level, with the overall Head of Department as well as all relevant offices being copied the query.
  - b. upon receipt of response from the Staff to whom the query was issued, the superior officer who issued the query in the first place shall comment on the response of the Staff to confirm his/her satisfaction or otherwise with the response and shall recommend to the overall Head of Department/Division to approve that the response is satisfactory, and the query shall not count against the Staff in the future. However, if the overall Head of Department/Division is not satisfied with the response, he/she shall endorse that the response be referred to the Human Resources Department through the Registrar's Office for further processing.
  - c. in any of the two (2) events in (a and b) above, a member of staff or an Officer answering query as well as all Officers to whom the query was copied in the first instance, should be formally informed of the satisfaction or otherwise with the response to the query as approved by the Head of Department.
  - d. Governing Council which shall consider same and take a decision(s), either to uphold or overturn the recommendations of the Committee.

e. a member of Staff who has been dismissed or whose appointment was terminated following the disciplinary procedure enumerated above can appeal to Council within six [6] weeks of receipt of the decision of Council, provided that at the time of the appeal, there are fresh facts or information which were not brought before the Committee or Council prior to his/her dismissal or the termination of his/her appointment.

**5.1.9** Any erring staff of the university whose appointment has been confirmed shall be disciplined in accordance with the laid down procedures in regulations 5.1.4 – 5.1.8 above and in line with the law establishing the university.

**5.1.10 Powers of the Vice-Chancellor to Initiate Disciplinary Procedure**

(a) In furtherance of regulation 5.1.4 (b) above, the Vice-Chancellor could initiate the disciplinary process by issuing query or direct that a query should be issued to any Staff found to have engaged in any act of misconduct or serious misconduct as defined in these regulations. The Vice-Chancellor may also constitute a fact-finding Committee to establish basic facts surrounding an observed act of misconduct.

(b) If the response of a Staff to such query is not acceptable to the Vice-Chancellor, the Vice-Chancellor could direct that the Human Resources Department issues a formal warning or letter of advice to the Staff or direct that the case be processed by the Human Resources Department to take the full course of disciplinary procedure enumerated under regulations 5.1.8 [where the Vice-Chancellor will substitute for Head of Department] and to enable Council decide on the matter.

**5.1.11** In furtherance of regulation 4.1.4(c) above, the Human Resources Department shall substitute for Head of Department for the purpose of implementing procedures enumerated under regulation 5.1.8

**5.2 DISCIPLINARY COMMITTEES**

**5.2.1 Disciplinary Committee of Council**

Pursuant to Statute 8 of the subsisting law, there shall be a Disciplinary Committee of Council.

**5.2.1.1 Terms of Reference of the Disciplinary Committee of Council**

1. Carry out the responsibility for the discipline of all Staff of the university and in doing that:



- a. thoroughly investigate disciplinary issues in its entirety.
- b. invite anyone directly or indirectly connected to the disciplinary issue and to give evidence before the Disciplinary Committee.
- c. determine the culpability of anyone connected with the disciplinary issue.
- d. regulate its conduct.
- e. recommend adequate sanctions in line with the university rules and regulations; and
- f. propose adequate measures and submit its report to the Council for necessary action.

### **5.2.2 Staff Investigation Panel (SIP)**

There shall be nine (9) members of the Staff Investigative Panel comprising:

- a. Three (3) Nominees from the Vice Chancellor
- b. One (1) representative of each Union (4)
- c. One (1) representative from the Directorate of Legal Services
- d. One Secretary/Member

## **5.3 DISCIPLINARY ISSUES**

### **5.3.1 MISCONDUCT**

Misconduct is defined as a specific act of wrongdoing or improper behaviour which, if investigated and proven, would lead to suspension, demotion, or loss of pay.

#### **5.3.1.1 Acts of Misconduct**

A willful act or omission or general misconduct to the scandal of the public or to the prejudice of discipline and proper administration of the University e.g. dishonesty, drunkenness, false claims against the University, foul language, insubordination, negligence, falsification or suppression of records, failure to keep records, sleeping on duty, loitering, unruly behavior, dereliction of duty, habitual lateness to work, refusal to proceed on transfer or to accept posting, refusal to carry out lawful instruction(s) from superior officers, malingering, discourteous behavior to the public, engaging in trade or business without authority, improper dressing while on duty, hawking, merchandise or engaging in any other form of trade within office premises during office hours, deliberate delay in treating official documents, immoral behavior, failure to appear for promotion exercise without reasonable cause, fighting while on duty.

#### **5.3.1.2 Procedures for handling Misconduct**

As soon as a superior officer becomes dissatisfied with the behavior of any Staff subordinate to him, it shall be his/her duty to inform the Staff in writing, giving details of the unsatisfactory behavior and directing him to submit within a specific period, such written representations as he may wish to exculpate himself from disciplinary action and follow the procedure as in 5.1.4 through 5.1.8.

### **5.3.2 GROSS MISCONDUCT**

Gross misconduct is defined as any specific act of very serious wrongdoing or improper behavior which is inimical to the image and reputation of the University, which, if investigated and proven could lead to dismissal. Serious acts of misconduct include but not limited to:

- i. Falsification of certificates age: state of origin, and or other records.
- ii. Suppression of records.
- iii. Concealment employment history.
- iv. Engagement in any other gainful employment without the prior consent of the University administration.
- v. Extraction of Minutes of Meeting without the permission of the Head of Department.
- vi. Withholding of files.
- vii. Conviction on a criminal charge (other than a minor traffic or sanitary offence or the like).
- viii. Removal of documents from personal file or confidential file.
- ix. Absence from duty without leave or abandonment of duty post.
- x. Leakage of examination questions.
- xi. Sale of marks.
- xii. Plagiarism.
- xiii. Sale and stealing of reagents, chemical and laboratory equipment.
- xiv. Manipulation of students' records and results.
- xv. False claims against University Officials.
- xvi. Bankruptcy/Serious financial embarrassment.
- xvii. Unauthorized disclosure of official information.
- xviii. Bribery.
- xix. Corruption.
- xx. Embezzlement.
- xxi. Collection of physical cash by Officer.
- xxii. Misappropriation.

- xxiii. Theft.
- xxiv. Violation of Oath of Secrecy.
- xxv. Action prejudicial to the security of the University/State.
- xxvi. Advance fee fraud (Criminal Code 419).
- xxvii. Irregular/illegal alteration of vouchers.
- xxviii. Holding more than one full-time paid job.
- xxix. Divided loyalty.
- xxx. Sabotage.
- xxxi. Wilful damage to University/Public property.
- xxxii. Diversion of University property to private use.
- xxxiii. Diversion of University's business to oneself or engaging in direct competition with the University.
- xxxiv. Sexual harassment/Rape.
- xxxv. Cultism and gangsterism.
- xxxvi. Malicious and false whistle blowing.
- xxxvii. Involvement in Examination Malpractice
- xxxviii. Decoding of records.
- xxxix. Battery.
- xl. Assault.
- xli. Admission racketeering,
- xlii. Use of surrogates to conduct University business, and
- xliii. Any other serious act unbecoming of a Public Officer.

#### **5.4 Misconducts Committed Outside the University**

Apart from misconducts committed within the University or during work, act committed outside the University, which brings the name of the University into disrepute, such as street fighting, stealing, fraud, and any other inimical act also attracts query, warning or advice in writing or could be referred to the Staff Disciplinary Committee where it will assume the full procedure identified under 5.1.4 through 5.1.8.

#### **5.5 PRESCRIBED DISCIPLINARY SANCTIONS**

The prescribed disciplinary sanctions fall into two categories as indicated below:

##### **5.5.1 Prescribed Disciplinary Sanctions for Misconduct**

- i. Reprimand

- ii. Warning
- iii. Surcharge
- iv. Suspension of increment

#### **5.5.1.1 Reprimand**

- a. A Head of Unit/Department/College may query or warn orally a staff for minor shortcomings.
- b. If a Head of Unit/Department/College is of the opinion that a staff's work and conduct are unsatisfactory, he should issue a query to the Officer to explain in writing why disciplinary action should not be taken against him.
- c. If the staff's explanation is unsatisfactory, the staff should be issued a written reprimand, a copy of which, together with staff's explanation, should be sent to the Registrar.
- d. If the Head of Unit/Department/College is satisfied with the response no further action will be taken against the Officer.

#### **5.5.1.2 Warning**

- a. Continued misconduct of a staff shall be reported to the Registrar, who shall call for an explanation from the staff concerned. If his/her explanation is unsatisfactory, the Registrar shall warn the staff in writing
- b. If a staff's performance is not entirely satisfactory during an increment –earning period but it is not considered that the circumstance warrants the immediate deferment or withholding of increment, the Registrar shall, before recommending the granting of increment to the Vice-Chancellor, warn the staff of his/her deficiencies which if not corrected, will affect adversely the recommendation for further increments.
- c. If a staff has been warned on more than three occasions, his/her case shall be referred to the Staff Disciplinary Committee for further necessary action.

#### **5.5.1.3 Surcharge**

This is a sanction applied where a Staff is to pay back the cost of damages or losses incurred by the University on account of his/her negligence.

#### **5.5.1.4 Suspension of Increment**

This is a sanction applied to a staff where increment which has been suspended shall not be pay to staff during the period of suspension and may at any time after being suspended be stopped or deferred or may be restored with effect from the date on which it became due, as circumstances may require.

## **5.5.2 Prescribed Disciplinary Sanctions for Serious Misconduct**

- i. Withholding/Deferment of increment
- ii. Suspension
- iii. Reduction in Salary/Rank
- v. Termination of Appointment
- vi. Dismissal

### **5.5.2.1A Deferred Increment**

- a. An increment may be deferred due to a staff's shortcomings on the recommendation of the Head of Department that such should not be granted but postponed for a specific period. This period shall be fixed at the time the increment is deferred and should not normally be more than six (6) months in the first instance. It may, if necessary, because of continued bad performance be extended to one year.
- b. A staff's shortcomings shall be explained to him in writing by the Registrar before an increment is deferred.
- c. A deferred increment may not be subsequently granted without the written approval of the Vice Chancellor and when eventually granted, it shall not become effective until the day following the expiration of the specified period of deferment, but the staff concerned shall retain his/her original incremental date for subsequent increments. A deferred increment cannot be granted with retrospective effect because of improved service later.

### **5.5.2.1B Withholding of Increment**

- a. An increment is withheld when, because of a staff's shortcomings, it is decided not to grant it and that he shall cease to be eligible for it until his/her next incremental date.
- b. Withholding an increment is a more serious penalty than to defer it, because the withholding of an increment results in a staff remaining one incremental step behind for the rest of his/her incremental service. Before a Head of Department recommends that an increment be withheld, he shall consider the gravity of the shortcoming(s) and any written explanation of the staff for his/her shortcomings.
- c. Withholding an increment will normally follow previous action and no increment shall be withheld without the approval of the Vice-Chancellor.
- d. An increment which is withheld shall not be granted retrospectively because of improved service later.

### **5.5.2.2 Suspension**

Suspension is a sanction that involves temporary stay-off duty with loss of corresponding benefits. It shall not be used as a synonym for interdiction. Suspension shall apply where a prima facie case, the nature of which is serious, has been established against any Staff.

An Officer convicted of a criminal offence (other than a minor traffic or sanitary offence and the like) shall be suspended with effect from the date of conviction, pending consideration of his/her case by the Appointments and Promotions Committee and the Council.

#### **5.5.2.3 Termination**

- a. In addition to the provisions for termination of staff with respect to unsatisfactory probationary service, an unconfirmed staff may have his/her appointment terminated with a month's notice or a month's pay in lieu of notice.
- b. A staff who is confirmed in his/her appointment may have his/her appointment terminated by the University on grounds of general inefficiency provided that his/her performance had previously been proved unsatisfactory and warnings issued to him/her on at least three (3) occasions.
- c. The appointment of a confirmed staff shall not be terminated on grounds of general inefficiency until he/she has been given the opportunity of submitting representations to the Registrar through the Head of Department and such representations have been considered by the Staff Disciplinary Committee, Appointments and Promotions Committee and finally by the Governing Council.
- d. A confirmed staff whose appointment is terminated for inefficiency shall be given one calendar month notice or alternatively one month pay in lieu of notice. Any leave entitlement accruing at the time of termination may be granted to run concurrently and terminate with the notice or if being terminated without notice, such leave may be commuted to cash. Such notice of termination of appointment may be given on any date of the month, and the calendar month shall be calculated from the day on which the notice is given to the day numerically corresponding to that day in the following month, less one day.

#### **5.5.2.4 Dismissal**

- a. A staff under interdiction or other disciplinary measure who is found guilty of any of the charges preferred against him may be dismissed and if so, shall not subsequently receive any short payment of his/her salary.

- b. Failure to disclose any previous conviction for a criminal offence is tantamount to serious misconduct which shall lead to dismissal after due process has been followed.
- c. A staff convicted of a criminal charge shall not receive any emoluments for a period following the date of his/her conviction, his/her appointment shall be determined appropriately, and the decision shall be approved by the University Governing Council.
- d. Upon conviction of a staff on a criminal charge, he shall be dismissed or have his/her appointment terminated with effect from the date on which he was convicted.
- e. Any staff of the University shall be dismissed if upon investigation and proven guilty, to have corruptly accepted or obtained or caused any person to accept or attempt to obtain from any person, for himself or for any other person, any gifts or consideration as an inducement or reward for doing or forbearing to do any act in relation to the University's affairs or business.
- f. No notice or salary in lieu of notice shall be given to any staff dismissed for serious misconduct. Dismissal of the staff concerned shall take effect from the date as approved by Council.
- g. Any staff dismissed for serious misconduct shall not be eligible for leave and shall vacate University Quarters within four (4) weeks.

### **5.5.3 Interdiction**

- a. When a serious case that may lead to dismissal has been instituted against an Officer, the Registrar with the approval of the Vice-Chancellor may interdict him on not less than half of his/her monthly salary pending the determination of the case.
- b. Recommendations to the Vice-Chancellor for interdiction shall be made only if it is against the University's interest that the Staff should continue to perform any of the duties of his/her rank. When the charge against him is such that the continued performance of his/her present duties is not in the Institution's interest or prejudicial to the investigation of the charge against him, consideration shall be given to placing him on alternative duties. Interdiction shall only be resorted to when this is not possible.
- c. When an Officer is interdicted, he shall cease to report for duty and shall receive such proportion of his/her emoluments, being not less than half, as the Vice-Chancellor may determine. The letter informing an Officer of his/her interdiction

shall also indicate the proportion of emoluments he is to receive while on interdiction.

- d. Formal notice of interdiction shall be given to the staff concerned in writing. The notice shall state the date of interdiction and the reason for such interdiction.
- e. A staff who is under interdiction shall be required to hand over any property of the University in his/her possession to the Head of Department or the most superior officer. He shall be forbidden to carry on his/her duties or visit his/her place of work except with the express permission of the Vice-Chancellor.
- f. Where a staff under interdiction is found not guilty of the charges made against him, he shall be reinstated and shall receive the balance of his/her or her salary for the whole period of his/her or her interdiction.
- g. If he is found guilty but not dismissed, he may be refunded such portion of the emoluments denied him as the Council may determine.
- h. The period of interdiction shall not exceed three (3) months within which period it is expected that Council would have taken decision on the matter.

#### **5.5.3.1 Responsibility of an Interdicted Officer**

- a. An Officer, who is under interdiction, shall notify the Registrar of his/her intention to leave his/her station. He shall however not leave the country without the specific approval of the University.
- b. The Officer shall be responsible for informing his/her Head of Department of the address to which instructions to him can be delivered.
- c. Should he fail to comply with the instructions delivered to him at such an address within seven (7) days of such delivery, he shall be regarded as absent from duty without leave.

## **5.6 Other Disciplinary Matters**

### **5.6.1 Loss/Damage to University Property**

- a. If at any time the Registrar is, after a formal inquiry, satisfied that the University has sustained a loss by reason of neglect or default of any staff, such staff shall be liable to make good the loss or damage to the extent ascertained because of the formal enquiry. Any sums due to such staff from the University may be withheld in satisfaction of such loss or damage.



- b. Should a loss of funds or stores occur, a staff discovering the loss shall report immediately to his/her Head of Department.

#### **5.6.2 Disclosure of Official Information**

- a. A staff shall not disclose to any person, except in accordance with official routine or with the special permission of the Head of Department, any information of an official nature entrusted to his/her care or which he had obtained in the course of his/her official duties.
- b. A staff shall exercise due diligence to prevent the knowledge of any such information being communicated to any person against the interest of the University.
- c. A staff shall not extract or copy official minutes, records, or other documents except in accordance with the performance of his/her official routine duty or with the express and special permission of his/her Head of Department.

#### **5.7 Appeals**

An Officer that has been sanctioned and the matter pronounced upon by the Council may appeal the sanction. The appeal shall be formally addressed to Council through the Registrar and Secretary to Council.

It is the duty of the Registrar to ensure that such an appeal is presented to the Appeal Committee of Council for consideration and deliberation

- a. Once Council has taken a decision on an Appeal based on the recommendation of the Appeal Committee, any further appeal on same shall not be entertained by the Council.
- b. The Governing Council shall only deliberate on appeal cases where additional evidence relevant to the case has been provided, and the appeal is made within eight (8) weeks from the date the sanction was communicated to him.

#### **5.8 Court Action**

Members of Staff shall not resort to litigation without first exhausting the internal avenues for settling grievances or seeking redress in the University.

**CHAPTER SIX**  
**WELFARE SERVICES**

**6.0 PASSAGES/LEAVE/ADVANCES/ALLOWANCES/ACCOMMODATION**

**6.1 PASSAGES**

- (a) On Appointment, Resignation or Retirement, any staff engaged by the University from overseas for a specific assignment shall be entitled to economy air or sea passage for himself/herself, his/her wife/ husband, and

children below the age of 18 years or below the age of 21 years if still undergoing full time education as full dependents of the member of Staff and the following baggage allowance:

**(i) Air Passage/Boarding Pass**

**Either**

Accompanied by Air

50 Kg ex-baggage .....	Single
100 Kg ex-baggage .....	Double

**Or:**

Unaccompanied by Air

100 Kg.....	Single
200 Kg .....	Double

**(ii) Sea Passage**

Unaccompanied by Sea

2 cubic metres .....	Single
4 cubic metres .....	Double

(b) On production (presentation) of vouchers in respect of his/her journey from:

(i) His/her place of engagement on first appointment to Lagos or such other place as he may have been assigned by the University; and

(ii) Nigeria to his/her place of residence registered with and approved by the University on his/her retirement or resignation in accordance with his/her contract or the Regulations. For this Regulation, the term baggage shall not include Vehicle. Accordingly, the University shall not be responsible for the cost of transportation of a Motor Vehicle by a Staff member.

(iii) Payment of mileage and baggage claims is subject to the availability of funds by the University.

(iv) The rates of payment of mileage/baggage claims are as approved by Council from time to time.

(b) A staff who is head hunted and recruited by the University from within Nigeria to carry out a specific assignment shall be entitled to Economy class air passage or rail transportation from his/her place of residence to Lagos or such other place as he may be assigned. If he travels in a private Motor Vehicle, he shall be entitled to Kilometre allowance as is applicable to staff of his/her grade. He shall in addition, be entitled to have his/her personal effects transported at the expense of the University or receive an allowance

equivalent in lieu thereof. The staff shall similarly be entitled to the same transportation allowance on retirement or resignation in accordance with the terms of his/her appointment or Regulations.

- (c) A member of Staff who is recruited under regulations 6.1 (a) and (b) above and who, within two (2) months of appointment gives notice of resignation not exceeding three (3) months, shall not be eligible for repatriation of himself/herself and family by the University, unless due cause can be shown to the satisfaction of the Vice-Chancellor, and he so approves otherwise. All such approvals granted by the Vice Chancellor shall be reported by the Registrar to Council as soon as possible thereafter.

#### **6.1.1 Passages for Overseas Training Leave**

A member of Staff recruited under regulations 6.1 (a) and (b) shall in addition be granted training leave overseas and be entitled to economy air passage for himself only, subject to availability of funds.

#### **6.1.2 Passages for Vacation Leave of Expatriate (Overseas)**

Expatriate staff of the University, whether on permanent or contract appointment shall be entitled to leave as approved by the University Management from time to time.

An expatriate staff proceeding on approved leave overseas shall be entitled to passages as in Regulation 6.1 (a) of this Chapter, including baggage allowance if the leave is cessation of appointment. Otherwise, the staff shall be entitled to return economy air passage or approved sea passages for himself, his/her wife, or her husband and up to four (4) children. Where the children are below the age of 21 years, they shall be entitled to passage at the University's expense, only if they are undergoing full time education as dependents of the staff concerned.

#### **6.1.3 Passages for Official University Business**

Passages on University business shall be authorized by the Vice-Chancellor on behalf of Council. There shall be no family or personal baggage allowance entitlement.

#### **6.1.4 a. Passages for Staff Attending Local/International Conferences, Seminar/Symposia:**

- i. The Vice-Chancellor may approve for members of Staff to attend conferences, seminars/symposia at rates of allowances approved from time to time by Council or at such other modified rates which the Vice-

Chancellor deems appropriate, bearing in mind the nature of the conference and any other source of funding available.

- ii. The number of days spent on such conferences shall NOT be deducted from the annual/research leave entitlement of the Staff up to a maximum of ten (10) working days.

**6.1.4 b.** Every Staff shall be allowed to attend two (2) local Conferences and one International Conference per year, subject to availability of fund.

Where a Staff has exceeded the terms in (6.1.4a and b) above, the number of days spent on such additional Conference shall be deducted from the Annual/ Research leave of such a Staff.

**6.1.5 Passages for an Expatriate Woman Married to a Nigerian:**

A female expatriate member of Staff married to a Nigerian shall have the same contractual rights, obligations and privileges as are applicable to a Nigerian woman member of Staff if she has attained Nigerian citizenship and to the extent approved by Government. The husband's place of residence shall, for purpose of passages regulations, be accepted as that of the wife. Consequently, an expatriate woman who married a Nigerian shall not be entitled to overseas leave or expatriate passage at the expense of the University, except by virtue of the husband's contract, if he is a staff of the University.

**6.1.6 Passage on Special Grounds for Staff Recruited Under Regulation 6.1(a) and (b) above:**

- a. A member of Staff entitled to free passage who on medical grounds of obvious urgency, requires passages to his/her place of domicile other than on normal leave, shall have such return passage paid provided he shall forfeit his/her right to a passage when next proceeding on leave.
- b. The spouse of a member of Staff not being a member of Staff in respect of salary, in like circumstances shall have passage paid to his/her place of domicile but returns passage earlier than that to be made at the expiration of the husband's/wife's next succeeding leave shall not be paid should such spouse return to Lagos before the leave is due.

**6.1.7 Passage Entitlement on Premature Resignation of Staff Recruited Under Regulation 6.1(a) and (b) above:**

- (i) If a member of Staff resigns (other than on completion of his/her contract or on normal retirement) at a time when he has not completed a full session, he shall normally be entitled to passage only in proportion of the period which he has completed.
- (ii) A member of Staff who resigns before he/she has completed four (4) month's service with the University shall not be entitled to repatriation passages and shall refund to the University the cost of previous passage incurred on his/her behalf by the University.

## **6.2 LEAVE**

### **6.2.1 ANNUAL LEAVE**

- i. All staff shall take annual leave during the leave year. The leave shall exclude all public holidays, Saturdays and Sundays falling due during the period. Permanent Staff shall be free to take their leave installments at any time within the period, subject to departmental convenience.
- ii. Where a member of Staff, because of the exigencies of duty and with appropriate approval cannot take his/her leave in any leave year, the leave shall commence on the first working day of the following year or accommodated anytime in the succeeding year at the convenience of the Department, and this shall not substitute for his/her leave entitlement for that succeeding year.
- iii. It shall be mandatory for every member of Staff to proceed on annual leave. Therefore, Heads of Department/Unit shall ensure strict compliance to this rule as deferment of annual leave shall, as much as possible, be discouraged.
- iv. Any leave not spent in the leave year due to exigencies and cannot be spent in the succeeding year on same grounds can be deferred on approval of the Vice-Chancellor at the end of the succeeding year provided that such exigencies shall be satisfactorily justified to the Vice-Chancellor.
- v. All deferred leave accumulated before the commencement of this policy shall be frozen and taken as part of terminal leave.
- vi. There shall be no commutation of annual leave to cash (except in the case where the Staff dies in active service).
- vii. Every Staff is expected to apply for his/her leave during a leave year; hence where a Staff does not request and obtain approval for his/her leave in a leave year, the leave will lapse and will not be credited to the following year's leave.

#### **6.2.1A Annual Leave Entitlement/Duration of Leave**

The following are the Annual leave entitlements to staff:

- (i) CONUNASS 06 - 30 working days
- (ii) CONUNASS 07/CONUATSS 07/CONUASS 01 and above - 42 working days

**6.2.1 B Research Leave:** University Academic Staff/Academic Technologist shall, in addition to Annual leave, be allowed up to a maximum of twenty-six (26) calendar days as Research Leave for collection of teaching materials outside the University location. Research Leave can neither be accumulated nor be deferred. (include conditions, approved bench work certificate and locations and grade level)

**6.2.1 C Deferred/Outstanding Leave**

- (i) It shall be mandatory for deferred leave to be utilized before the effective date of retirement from the service of the University;
- (ii) Any outstanding Annual leave or deferred leave not utilized prior to date of statutory retirement shall be deemed to have been forfeited.

**6.2.1 D Annual Leave for Expatriate Staff**

For every completed one (1) month in service, an expatriate shall be entitled to three (3) days leave on pro-rata basis. In addition, he shall be entitled to 4 days traveling time when he/she goes on leave.

**6.2.1.1 Eligibility for Annual Leave**

**i. Academic Staff**

- a) Academic Staff shall as far as possible take their leave during the long vacation. Annual leave shall be approved by the Registrar on the recommendation of the Head of Department. Before recommending such leave, the Head of Department shall ensure that the Staff concerned has fulfilled all his/her obligations relating to sessional examinations.
- b) Deans, Directors/Heads of Department, and persons of similar or higher status shall take their leave with the approval of the Vice-Chancellor.

**i. Administrative & Technical Staff**

Administrative and Technical Staff shall take their annual leave at any time of the year, subject to the exigencies of service and shall be approved by the Registrar on the recommendation of the Head of Division/Unit.

**iii. Leave Period**

Annual Leave during the first year shall be calculated on pro-rata basis of Permanent Appointment and in the year of cessation of appointment, provided that the year's annual leave has not been earned as indicated below:

<u>Leave Earning Period</u>	<u>CONUNASS 07/CONUATSS 07 /CONUASS 01 and above</u>	<u>CONUASS 06</u>
12 Months	42 working days	30 working days
11 Months	39 working days	28 working days
10 Months	35 working days	25 working days
9 Months	32 working days	23 working days
8 Months	28 working days	20 working days
7 Months	25 working days	18 working days
6 Months	21 working days	15 working days
5 Months	18 working days	13 working days
4 Months	14 working days	10 working days
3 Months	11 working days	8 working days
2 Months	7 working days	5 working days
1 Month	4 working days	3 working days

**NOTE:** Any period of service under thirty (30) days is not reckonable as leave earning. However, Staff on annual leave may be recalled due to exigencies of duty.

## **6.2.2 OTHER TYPES OF LEAVE**

### **6.2.2a Casual Leave:**

Casual Leave up to a period of up to three (3) days shall be approved by the Dean/Director or Head of Department/Division and forwarded to the Registrar. Casual leave more than seven (7) days shall be approved by the Registrar. Casual leave so granted shall be deducted from the annual leave entitlement.

### **6.2.2b Compassionate Leave:**

Leave with pay on compassionate grounds up to a total of seven (7) days in any given year may be granted only by the Vice-Chancellor on the recommendation of the Head of Department/Unit/Dean. Compassionate Leave can only be granted when the Staff has exhausted his/her annual leave entitlement.



### **6.2.2c Examination Leave:**

Examination Leave shall also be granted to Staff for taking examination for any professional or academic qualification(s), which would be of value to the staff in the employment career or for other important or cogent reasons. All such leave requests will be granted only at the discretion of the Head of Department, and depending on the merits of each case, the period so granted shall be deducted from the annual leave entitlement of the staff. Application for Examination Leave must be supported with documentary evidence of the examination to be taken, in advance.

### **6.2.2d Leave for Trade Union Conference and Business.**

A staff who is an official of a registered Trade Union may be granted leave to attend important Trade Union meetings and conferences. Such union through its directing minds shall advise the Registrar through the office of such union on:

- a. number of days required for the actual Trade Union Conference or business; and
- b. number of days required for travelling to and from the venue arranged for the conference or business.

### **6.2.2e Leave for Approved Sporting Events.**

A staff who is a member of a recognized University Sports Team shall, on the recommendation of his/her Team Manager, be granted leave by the Registrar for the purpose of taking part in an approved sporting event. The period during which a staff will be permitted to be absent from duty to take part in any such sporting event shall be determined as follows:

- a. Number of days required for the actual sporting activity.
- b. Number of days required for the travelling to and from the place arranged for the sporting venue.
- c. Any number of days more than (a) and (b) mentioned above which are certified as necessary by the appropriate Sporting Council, shall be allowed.

A staff granted leave under this regulation shall not be eligible for transport at university expense except where team transport is provided. The Head of Department shall be informed in writing of the granting of such leave.

### **6.2.2f Study Leave [with pay]**

- i. A member of Staff who has been in continuous employment of the University for three (3) sessions, unbroken except for normal vacation leave, may apply for study leave for the purpose of engaging in study and research, either for the

- acquisition of higher degree, professional qualification or intellectual development not exceeding five (5) years.
- ii. Study leave shall normally be granted for a period not exceeding six (6) months. Application for study leave more than six (6) months, or the extension of study leave beyond six (6) months may be granted only in very special circumstances on the recommendation of the Head of Department, supported by the Dean as may be appropriate. Under no circumstances shall study leave be granted for more than one session.
  - iii. A member of Staff granted study leave for a period not exceeding six (6) months shall be entitled to:
    - a) his/her full salary
    - b) Allowance(s) he was in receipt of, before proceeding on leave.
  - iv. Members of Staff engaged in research may apply for Study Leave for that purpose.
  - v. Application for study leave shall be sent through the Head of Department, the Dean of the College to the Registrar for consideration by the Appointments and Promotions Committee. A statement outlining the programme and specifying the place of study must accompany the application. A letter of acceptance from the place of study must be attached to the application or produced as soon as possible after approval.
  - vi. Study Leave will not necessarily be granted to every applicant who has completed six (6) semesters (3 years) of service. Before any application can be considered, evidence shall be afforded the Committee that the applicant can be spared from his/her duties. Furthermore, no additional expenses will be incurred by the University, if the leave is granted, except that in the case of a Nigerian member of Staff, the full cost of transport shall be paid by the University subject to the availability of funds.
  - vii. For these regulations, study leave with pay is defined as a period of not less than one (1) semester approved for Staff to enable him carry out research or other recognized academic activities.
  - viii. For the purpose of these regulations, "a term of service" means any of the period into which the academic year is divided and in which an applicant for study leave has fulfilled the duties of his/her office provided that if an applicant has been on leave on account of illness or other sufficient cause for part of the

period, the Committee shall in its discretion decide whether or not that period shall be reckoned as a term of service.

- ix. Study leaves for, at most, one year may be granted to a member of Staff in respect of a continuous service of at least six [6] semesters [3 years] during which no Study Leave has been taken provided the Head of Department concerned, so recommends.
- x. In exceptional cases, when Study Leave for more than one semester is required or after less than six (6) semesters (i.e., 3 years) qualifying period, such request may be considered on its own merit by the appropriate Committee. However, where such request would have financial implication, either directly or indirectly to the University, the decision to grant the leave shall require approval of the Council.
- xi. A Head of Department wishing to go on study leave shall apply to the Vice-Chancellor through the Dean of the College, clearly outlining any arrangements he/she has made for the proper running of the Department while he/she is away. The Vice-Chancellor will then forward such an application to the Appointments and Promotions Committee (A&PC) for consideration after satisfying himself/herself of these arrangements.

#### **6.2.2g Study Leave without pay**

Any confirmed member of Staff who has been in continuous employment of the University for three (3) unbroken sessions except for normal vacation leave may apply for Study Leave without pay for one [1] year in the first instance and renewable yearly for a maximum of four [4] years. A beneficiary of this scheme will not be bonded and should not be indebted to the University. He retains his/her position in the University for the period, with all the benefits attached to the position but shall not resign/withdraw his/her service unless he has notified the University by giving one [1] month notice or pay one [1] month basic salary in lieu of notice.

#### **6.2.2h Short-Term Study Leave with pay**

Any confirmed member of Staff who has been in continuous employment of the University for two (2) sessions unbroken, except for normal vacation leave may apply for Short-Term Study Leave with pay to undertake Short-Term courses that last from between one [1] day and six [6] months. All categories of Staff are eligible for short-term courses. Such courses to be undertaken during this leave should be

for the acquisition of special training and professional skills/qualification relevant to the duties of the applicant in the University. A Staff on Short-Term Study Leave with pay shall be entitled to his/her full salary and must return to the University immediately upon completion of the course.

Any Staff on short-term Study Leave with Pay shall not be allowed to resign/withdraw his/her service unless he has served the University for twice the period of the leave and has given three [3] months' notice of resignation or pay three (3) months Basic salary in lieu of resignation or withdrawal of service.

### **6.2.3 Training Leave**

- i. Any member of Staff may apply for training leave for the purpose of acquiring a higher degree or professional qualification, or to upgrade professional, technical, or administrative competence relevant to the schedule of duties within the University.
- ii. Only members of Staff who have been confirmed and who have been in the service of the University for an unbroken period of service of not less than three (3) sessions and are below CONUNASS 13/CONUATSS 13/CONUASS 05 or equivalent salary grade shall be eligible to be considered for training leave provided that:
  - a. Persons in the rank of Graduate Assistant in possession of only a bachelor's degree or its equivalent may be granted training leave without having served the University for up to two (2) sessions; and
  - b. Persons of the rank of Senior Lecturer or equivalent status and above may be granted training leave in very special circumstances which are certified by the Head of Department/Unit with the support of the Dean, as being in the interest of the University.
- iii. Training leave shall be for one (1) year in the first instance and is renewable yearly for a period, which shall not normally exceed three (3) years. However, for Staff proceeding on residency training programme, a minimum of five (5) years is acceptable.
- iv. A Staff member on training leave shall be entitled to his/her full salary and allowances. Allowances in respect of tuition, books, subsistence, and other relevant expenses as may be approved from time to time and subject to availability of funds.

### **6.2.3 a General Conditions Governing Training Leave**

- (i) Every member of Staff granted training leave shall give an undertaking and enter a Bond to return to the service of the University immediately upon the completion of the course or programme for which the leave was granted.
- (ii) The period of Bond shall be at the rate of 18 months the period of the relevant training leave, subject to a maximum bond period of six (6) years and on other terms and conditions as shall be specified in an agreement to the effect.
- (iii) If a Staff member fails to return to duty post on completion of the training programme or on expiration of the period of leave granted to him, he shall be liable to refund to the University, the entire salary paid to him during the period of training, failing which he will have his/her appointment terminated. Where he fails to make the necessary refund and if the University is constrained from accessing entitlements, legal action shall thereafter be instituted against him for breach of contract.
- (iv) Application for training leave shall be submitted through the Head of Department/Unit/Dean to the Registrar in duplicate not later than six (6) months before the commencement of the proposed course of training. Such application shall be recommended by the Head Department/Unit/Dean who also shall indicate that the staff would be released without filling the vacancy to be created during the proposed training leave.  
  
However, in very exceptional cases, such applications shall be executively approved by the Chairman of Appointments and Promotions Committee on behalf of the Committee and subsequently ratified by the Appointments and Promotions Committee at its next sitting.
- (v) Apart from other Conditions, Training Leave with pay will be granted to a Non-Teaching Staff when the Appointments and Promotions Committee is satisfied that the course to be undertaken is of strategic benefit to the University, Hence, the Appointments and Promotions Committee shall recommend the training leave for approval.
- (vi) Approved training leave shall normally be granted to commence at the beginning of the session following the approval.
- (vii) Every application shall be accompanied by evidence of admission to an approved institution together with such relevant information regarding

tuition, and other costs and information relating to training programme which the staff intends to pursue.

- (viii) Where a course/training programme is available in Nigeria, preference shall be given to application for training in a University or Training Institution in Nigeria. In other cases, any application for training abroad shall satisfy the relevant Committee that after making effort to that effect, the staff has not succeeded in obtaining admission in Nigeria.
- (ix) Training leave is a privilege and not a right and the University is not bound to grant such leave to a staff nor is the University or appropriate Committee bound to give reasons for the success or failure of the application for such leave.
- (x) Training leave is meant primarily for the training and upgrading of the permanent Staff of the University.
- (xi) A staff on training leave shall not change the course, place or institution for which the leave was granted without the prior approval of the University. Failure to comply with this rule shall render the Staff liable to among other things, the withdrawal of the leave.
- (xii) The University shall intimate the training institution of the conditions of the sponsorship and shall demand that all correspondence/ progress report on the candidate be forwarded directly to the Registrar.
  
- (xiii) The period of training leave shall not be leave earning. A Staff on training leave shall earn Annual Increment only throughout the training period subject to the receipt of evidence/report of good performance from the training institution.
- (xiv) A Staff on training leave shall not engage in full-time salaried employment.
- (xv) A Staff on Training Leave shall submit a Confidential Progress Report from the Institution of study or training and a copy of his/her research project.

### **6.2.3 b Bond to serve the University**

All staff sponsored by the University for training shall be expected to enter a Bond as a condition to serve the University for a prescribed period after the completion of the course before securing the approval of the University for Sponsorship. On failing to return to serve his/her bond period, the staff or

his/her guarantor shall payback in bulk, the entire amount invested on him for the training, or by his/her new employer who should absorb the payment and refund same to the University. The period of service of the bond shall normally be 18 months and 12 months for every year spent on Training Leave up to maximum of five (5) years, for foreign and local study leave with pay respectively.

**6.2.3 c Release of Staff Bonded to the University to Proceed on Post-Doctoral Fellowship**

A Staff member who is bonded to the University and has not extinguished the bond period may be released to proceed on Post-Doctoral Fellowship on the following conditions:

- i. that such Staff must have successfully completed his/her doctoral program for which he was released by the university in the first instance.
- ii. that the duration of the Post-Doctoral Fellowship program shall not exceed a period of twelve (12) calendar months in the first instance and that in any event that the duration of the Fellowship program will exceed twelve (12) months, the Staff concerned shall apply for an extension which shall be treated and approved on its merit.
- iii. that a Staff on Post-Doctoral Fellowship program and who has not completed his/her bond period and is applying for extension shall not have such extension granted beyond another one (1) year.
- iv. that the Staff concerned shall apply for suspension of the bond period for the period of Fellowship and sign an undertaking to resume same on completion of the Post-Doctoral Fellowship program.
- v. that if approved, the university shall suspend the bond period by equivalent number of months to be spent on the Post-Doctoral Fellowship after which the remaining bond period shall be resuscitated to be completed by the Staff.
- vi. that such Staff shall be entitled to his/her salaries and emoluments during the period he is away on Post-Doctoral Fellowship program.
- vii. that (i-vi) above shall apply if the bond period being served, and the extension shall be completed before such Staff attains retirement age.
- viii. Staff members shall not be bonded for the period used for post-Doctoral program.

## **6.2.4 STAFF DEVELOPMENT**

### **6.2.4.1 Objectives of Staff Development**

The University requires competent Staff to handle his/her affairs and it is expected that Staff with the drive, potential and commitment to work should be properly motivated for further training, to improve quality of their outputs in the University. For these reasons, it is necessary that the University should have a Staff development policy to drive the Staff development programme.

In pursuance of these objectives, it is expected that as the need arises, further training of Staff should be encouraged.

### **6.2.4.2 Rebates**

Any confirmed Staff that enrolls for a Part-Time programme in the University shall be granted 50% rebate on tuition and Acceptance fees.

Children of confirmed Staff who enroll for any undergraduate programme in the University shall enjoy 50% rebate on tuition fee and Acceptance.

## **6.2.5 SPONSORSHIP FOR POSTGRADUATE PROGRAMMES UNDER THE STAFF CANDIDACY SCHEME**

- a.** With a view to encouraging the training and development of Junior Academic Staff and Non-Academic Staff of the University, members of Staff undergoing M.Phil./Ph.D. programmes in the University shall be recognized as Staff Candidates.
- b.** For eligibility as Staff candidate, the following conditions shall apply:
  - (i) The candidate must be a confirmed full-time member of the Academic Staff or Non-Academic Staff of the University.
  - (ii) Members of Staff undergoing programmes in institutions other than the University are **NOT** eligible as such Staff are expected to apply for Training Leave.
  - (iii) Members of Staff must meet the normal requirements for eligibility to pursue a Doctoral degree programme of his/her choice.
  - (iv) The Staff must seek approval from the Appointments and Promotions Committee of the University to undergo the Doctoral degree programme in the University.



- (v) The Candidate(s) must maintain satisfactory progress report(s) in respect of the course work or the research study by the Supervisor through the appropriate College Committee and as approved by the Postgraduate Board.
- (vi) The duration of the programmes shall be as spelt out for full-time Doctoral degree programme.
- (vii) Member of Staff shall produce an undertaking and enter a bond to continue to be in the service of the University upon completion of the programme.
- (viii) Academic members of Staff, who are already on their M.Phil./Ph.D. Programmes are also eligible to be classified as Staff Candidates for the remaining period of completion of their programmes provided, they can obtain the approval of the Appointments and Promotions Committee to that effect.

**c. The benefits associated with Staff candidacy include:**

- (i) Staff Candidates **shall not pay tuition fee** during the programme.
- (ii) Courses or tasks allocated to Staff Candidates (whether Academic or Non-Academic Staff) shall be minimal to enable them to complete their programmes within the specified period.
- (iii) Staff Candidates shall be entitled to annual leave and annual increment.
- (iv) Staff Candidates shall not be given any administrative position/responsibility to enable them to channel their efforts on their programme.

**6.2.6 SABBATICAL YEAR (LEAVE)**

- (a) Every Senior Staff on **CONUNASS 11/CONUATSS 11/CONUASS 04** and above shall be entitled to a one [1] year sabbatical for the purpose of:
  - i. visit to other Universities or Institutions to acquaint himself/ herself with the administrative methods and techniques, and/or

- ii. understanding some work in or outside the University, with a view to improving the Staff's competence.
- (b) All qualified Senior Staff shall be eligible for sabbatical once he is on **CONUNASS 11/CONUATSS 11/CONUASS 04** and above provided such a Staff had spent not less than six (6) years of unbroken service in the University.
- (c) In calculating the six (6) years of unbroken service that will make an applicant eligible for sabbatical leave, all periods of study leave granted to the applicant during the relevant period shall be excluded.
- (d) In considering applicants for sabbatical, there shall be evidence that adequate arrangements had been made to cover his/her duties.
- (e) Staff members on sabbatical shall inform the Registrar through the Director, Dean, and Head of Department/Unit of the date of their return from leave.
- (f) Sabbatical is intended primarily for the intellectual and professional renewal of Staff and may be granted only on the understanding that the staff member shall return to the service of the University and submit to the University report of the work done during the sabbatical. He cannot proceed on any other leave until after one academic year after his/her return.
- (g) A Staff member on Sabbatical shall be entitled to his/her full salary and basic allowances for the period of such leave.
- (h) Sabbatical may be granted only if the relevant Committee is satisfied that such leave will be utilized to the definite interest of both Staff members and the service of the University.
- (i) Recall of Staff on Sabbatical shall be done through the Appointments and Promotions Committee stating the reasons for the recall. Any member of Staff on sabbatical shall, on resumption of duty, submit a report on the work undertaken, activities and suggested benefits to the University during the leave.

**6.2.6 a      Withdrawal of Service during Sabbatical**

Any Staff who fails to give adequate notice of intention to withdraw his/her service and fails to return to duty at the expiration of approved sabbatical shall have such appointment determined by Council.

**6.2.6 b      Sabbatical for Academic Staff**

- i) An Academic Staff requesting for sabbatical must have accumulated a minimum of twelve (12) semesters from the date of first appointment or of return from a previous sabbatical as may be applicable.
- ii) There must be a letter from the host institution requiring the services of the candidate.
- iii) Department/Unit shall not release more than two (2) staff for sabbatical or leave of absence at any point in time.
- iv) Staff cannot change the host institution during the period of the Sabbatical year except approval is obtained from the Governing Council.
- (v) in relation to (iv) above and for the avoidance of doubt, Staff must return to the University to reapply for the use of the remaining period of Sabbatical at a new host Institution.

**6.2.6 c Sabbatical for Non-Academic Staff**

- a) Members of the non-teaching Staff may apply for sabbatical after twelve semesters (6 years) of unbroken service.
- b) Application for Sabbatical shall be sent through the Head of Department/Unit, the Dean of the College, to the Registrar for consideration by the Appointments and Promotions Committee.

A letter of acceptance from the Institution must be attached to the application.

- c) Sabbatical will not necessarily be granted to every applicant who has completed twelve semesters (6 years) of unbroken service. Before any application can be considered, evidence shall be afforded the Committee that the applicant can be spared from his/her duties and that no additional expenses will be incurred by the University, if leave is granted.
- d) Recommendation for sabbatical shall be submitted by the appropriate Head of Department/Unit to the Registrar for consideration of the Appointments and Promotions Committee and approved by Council. A statement outlining the proposed programme of work or study visit must accompany the recommendation.

Staff cannot change the approved host Institution during the period of the Sabbatical except approval is obtained from the Governing Council.

## 6.2.7 LEAVE OF ABSENCE

This is an authorized period of absence from duty without pay, on grounds of public policy or other reasons acceptable to the University. All such leave shall be approved by the Governing Council on the recommendation of the Appointments and Promotions Committee.

### 6.2.7.1 Regulation Governing Leave of Absence and Supplementation

1. Categories of Leave of Absence (without pay) are as follows:
  - a) Leave of absence granted Staff to take up Public/National appointment.
  - b) Leave of absence granted Staff to pursue academic/professional courses (but not a basic course e.g., ND, HND, First Degree), where study leave with pay cannot be granted.
  - c) Leave of Absence for other reasons acceptable to the Management of the University, excluding gainful employment, including:
    - i. To enable staff, join his/her spouse on course of instruction of not less than a month duration period.
    - ii. Special leave of absence to join spouse on grounds of health/public policy.
    - iii. On grounds of public policy or Technical Aid programme.
    - iv. To enable staff, take up a non-elective political appointment.
    - v. On ground of public policy for an official whose spouse is a President, Vice-President or a State Governor.

**Note:** A Staff cannot enjoy Annual leave the same year he has embarked on Study Leave, Study Fellowship, or Leave of Absence.

2. Subject to the recommendation of the Dean/Head of Department/Unit, Leave of Absence shall be granted in any of the above circumstances.
3. Leave of Absence shall not exceed one (1) year in the first instance and renewable yearly for four times making up a maximum of five (5) years for those in public and private service. Any further extension shall be at the discretion of the Governing Council.
4. A confirmed member of Staff who has been in continuous employment of the University for three sessions unbroken, except for normal vacation leave, may apply for leave of absence for the purpose of engaging in training for acquisition of higher qualification and/or intellectual development provided programme is being undertaken in a Nigerian University.

5. A member of Staff granted Leave of Absence shall not be entitled to any salary or allowances in the University.
6. Upon assumption of duty from Leave of Absence, if a Staff is called or appointed for another national/state assignment that is of paramount interest to the University, he shall be allowed to embark on another Leave of Absence for that purpose.
7. Where Leave is intended to enable the Staff, member concerned take on paid employment, he shall be liable to pay University 15% of his/her basic University salary to maintain his/her pension right.

#### **6.2.7.2 Procedure for Application**

Application for Leave of absence shall be addressed to the Vice Chancellor through the Head of Department/Unit/Dean of College and the Registrar for the consideration of Appointments and Promotions Committee and approval of the Governing Council.

#### **6.2.8 EFFECT OF OTHER TYPES OF LEAVE ON ANNUAL VACATION**

Staff shall not be entitled to Annual Leave in any year where the periods spent on Study Leave, Training Leave, Leave of Absence, Sick leave and Sabbatical exceeds six (6) months.

#### **6.2.9 MATERNITY LEAVE**

Maternity leave is the authorized absence from duty of a serving female Staff granted by the Registrar on account of pregnancy, based on the expected date of delivery.

##### **6.2.9.1 Regulations Guiding Maternity Leave**

- i. A female Staff who is pregnant is entitled to Twenty-Four (24)] weeks maternity leave with full pay in the case of her first two (2) deliveries. The said leave shall commence at least two (2) weeks before the expected date of delivery. Any third and subsequent deliveries by any staff shall attract Twelve (12) weeks Maternity Leave for the female Staff.
- ii. A medical certificate showing the expected date of delivery must be presented not less than two (2) months before that date.
- iii. The annual leave for that year will, however, be regarded as part of the maternity leave. Where the 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.

#### **6.2.10 ADOPTION LEAVE**

Adoption leave is the authorized absence from duty of a serving female Staff granted by the Registrar on account of adoption of a baby based on date of release of the baby.

##### **6.2.10.1 Regulations Guiding Adoption Leave**

- i. A female Staff who adopts a baby is entitled to Twelve (12) weeks' Adoption Leave at a stretch, beginning from date of release of the baby with full pay. Evidence showing the release of the baby must be presented before grant of leave.
- ii. Where the Staff's annual leave had already been enjoyed before the grant of adoption leave, that part of the Adoption Leave equivalent to the annual leave will be without pay.

#### **6.2.11 TIME-OFF FOR NURSING MOTHERS**

A female Staff who is nursing a child shall be granted one (1) hour off-duty every day. This concession shall be granted up to a maximum period of six (6) months from the date she resumes duty from maternity leave.

#### **6.2.12 PATERNITY LEAVE**

Paternity leave is the authorized absence from duty for a serving male Staff to whom a new baby (or babies in case of multiple births) is/are born or adopted up to a maximum of Ten (10) consecutive working days, in relation to and at the time of his/her spouse's first two deliveries. A male Staff shall not be entitled to Paternity Leave in respect of third (3<sup>rd</sup>) and subsequent children. Approval is subject to presentation of child's birth certificate or letter of release for adoption, as applicable.

#### **6.2.13 SICK LEAVE AND INVALIDATION**

- i) A member of Staff may be allowed sick leave or invalidation with full pay up to a total of six (6) months within a period of twelve (12) months, based on the medical certificate issued by the Director of Health Services or a medical practitioner approved by the Director of Health Services.
- ii) Sick leave more than six (6) months shall be with half pay unless the Appointments and Promotions Committee approves full pay after considering a report on the case from the Director of Health Services.

- iii) Such cases shall be reported to Council by the Vice-Chancellor
  - (a) If a staff has been ill for more than six (6) months, the University or the Director of Health Services may require such staff to appear before a Medical Board with a view to determining whether the Staff shall be invalidated from service.
  - (b) For (iii a) above, the Medical Board shall consist of the following:
    - Director of Health - Chairman
    - 2 other Medical Practitioners - Member  
*(One of whom must be a specialist in the case under review)*
    - Representative of the Registrar - Secretary
  
- iv) A staff invalidated on medical grounds shall be entitled to the following:
  - (a) One-month salary in lieu of notice.
  - (b) Payment in lieu of accrued leave.
  
  - (c) Benefits under the Retirement Scheme, (if applicable).
  - (d) An ex-gratia sum of one year's salary provided the staff concerned has served for a minimum period of ten (10) years.

**6.2.13.1 Medical Excuse Duty Certificate [For Permanent Staff]**

- i. A staff who is absent from duty on grounds of ill-health will be regarded as absent on sick leave provided such illness is covered by a Medical Excuse Duty Certificate issued by any Medical Staff of the University.
- ii. Any Medical Excuse Duty Certificate issued to any member of Staff by a private Medical Practitioner shall be valid for only three (3) days provided that the sickness is an emergency such that the Staff may not be able to reach the University's Health Centre or a Government Hospital for treatment. All Medical Excuse Duty Certificates obtained from Private Medical Practitioners must be endorsed by the Director of Health Services on the third day when the affected Staff is required to present himself to or notify the University Health Centre. This will allow for checking and ascertaining the genuineness of the illness and follow up.
- iii. the maximum aggregate sick leave which can be allowed a staff, who is not hospitalized, during any period of Twelve (12) months shall be forty-two (42) calendar days. Where such a staff has been absent from duty on the grounds of ill-health for an aggregate period more than Forty-Two (42) calendar days within twelve (12) calendar months, the staff should be made to appear before

a Medical Board with a view to ascertaining whether he should be invalidated from service. Any period of absence on the grounds of ill-health more than the prescribed aggregate will be without pay and will not be reckoned for purpose of increment or pension.

- iv. A staff who is incapacitated because of injury sustained during his/her official duties shall be entitled to draw full salary until he is discharged from sick leave or permanently invalidated.
- v. Where the Director of Health Services finds that a staff's health is likely to be further impaired by remaining on duty or sick list, he will arrange for Medical Board to be held to determine such staff's further usefulness in the service of the University.
- vi. The report of the Medical Board shall be taken into consideration whether the appointment should be terminated.
  
- vii. The University will be responsible for the cost of the repatriation to his/her place of domicile if the staff's appointment must be terminated.
- viii. No claim shall arise where it is established that illness is attributable to the Staff's willful fault.
- ix. The University shall not be responsible for dentures and other appliances and gold-filling.

#### **6.2.13.2 Procedure for Submission of Medical Excuse Duty Certificate Issued to Permanent Staff for Medical Reasons**

- a. Staff who are issued with genuine Medical Excuse Duty Certificates by the Doctors at the Health Centre are required to present the original copies of such certificates to their Heads of Departments.
- b. Heads of Department may produce photocopies of such Medical Excuse Duty Certificates for the Personal Files of the Staff and then forward the original copies to the Human Resources Department for record purpose, with a short covering note.
- c. Where a staff is rushed to hospital other than the University Health Centre in case of an emergency that may arise after official hours or on non-working days, the staff is expected to present Medical Excuse Duty Certificate, issued at such hospital, to the Director of Health Services for confirmation of the genuineness of the Medical Excuse Duty Certificate by endorsing the Certificate to the Staff's



Department in order to keep them duly informed of the whereabouts of their Staff.

- d. The Director of Health Services would be required to forward a monthly list of all Staff placed on sick leave to the Human Resources to serve as control register, which will be used to find out Medical Excuse Duty Certificates that were not referred to the Human Resources Department for one reason or the other, so that appropriate action may be taken.

#### **6.2.14 LEAVE FOR MEDICAL TREATMENT OUTSIDE NIGERIA**

Leave for Medical treatment outside Nigeria may be granted to any Staff member by the Vice Chancellor on the recommendation of the Director of Health Services, provided such approval does not involve any financial commitment on the part of the University. The Director of Health Services must certify that the treatment is not available, or cannot easily be obtained in Nigeria, and that it is essential that the treatment be obtained outside Nigeria, after considering the reports of a Specialist. Where the medical expenses are to be borne by the University, the permission and approval of the Visitor shall be obtained on the recommendation of the Council.

#### **6.2.15 RESIGNATION DURING SABBATICAL /LEAVE OF ABSENCE**

- i) A member of Staff may resign his/her appointment, withdraw, retire from the service of the University, or seek transfer of service during the approved sabbatical or leave of absence provided that:
  - a) In the case of a Professor, he/she shall give a six (6) month notice of disengagement terminating on 30<sup>th</sup> September, or in the alternative where the notice is inadequate or comes after 30 September but not later than 15<sup>th</sup> October, pay to the University six (6) months' salary in lieu of notice.
  - b) In the case of other Academic Staff, he/she shall give three (3) months' notice of disengagement terminating on 30<sup>th</sup> September, or in the alternative where the notice is inadequate or comes after 30<sup>th</sup> September but not later than 15<sup>th</sup> October, pay to the University three (3) months' salary in lieu of notice.
  - c) In the case of Senior Non-academic Staff, the member of Staff concerned shall give one (1) months' notice or pay to the University, one (1) month's salary in lieu of notice.
  - d) Such Staff is not in any way indebted to the University.
- ii) A member of Staff who fails to comply with the provisions above, or subsequently resigns his/her appointment or voluntarily retires from the University service or moves to other establishment in or outside the country,

shall not only be dismissed from the service of the University, but may, in addition, be liable to legal action.

- iii) A member of Staff who fails to return to duty at the expiration of any approved leave shall have his/her appointment determined by Council through the Appointments and Promotions Committee.

#### **6.2.16 CURTAILMENT OF LEAVE**

A member of Staff may, with the approval of the Registrar be required to return to duty before the expiration of approved annual leave. In requesting for such consent, the Head of Department/Dean shall state the peculiar circumstances of the case which warrants the recall. Any part of his/her leave so curtailed shall be taken at the earliest opportune time and in consultation with his/her Head of Department/Dean/ failing which the curtailed leave will be forfeited.

#### **6.2.17 OVERSTAYING OF LEAVE**

A staff who without acceptable excuse, fails to resume duty after the expiration of his/her leave shall be regarded as being absent from duty without authorization and shall be dealt with in accordance with the regulations governing absence without leave.

### **6.3 LOANS**

#### **6.3.1 LOAN SCHEME AND PROCEDURES**

##### **a. Eligibility:**

Members of Staff on permanent appointment and whose appointments have been confirmed shall be eligible for loan as may be recommended by the University Staff Welfare Committee and approved by the University Governing Council, subject to availability of funds. Other conditions include:

- i. A Staff member whose application is approved shall provide acceptable surety for the loan.
- ii. A Confirmed Staff who had spent five (5) years in service can stand as his/her own surety provided that such Staff is on an established position and the loan required can be serviced during his/her service years.
- iii. Any confirmed senior Staff of at least equal salary status can guarantee the loan.
- iv. The loan to be granted to any member of Staff shall be at simple interest.
- v. The maximum period of loan repayment shall be five (5) years.

#### **6.3.2 WELFARE LOANS**

The University shall operate a Welfare Loan Scheme on terms and conditions as approved by the University Council from time to time, subject to availability of funds provided. However, such deductions from the salary of the beneficiary shall not exceed one-third (1/3) of the monthly salary.

### 6.3.2.1 Specific Terms and Conditions for Accessing Various Categories of Loans

S/N	TYPE OF LOAN	INTEREST RATE	TENOR OF LOAN	MAXIMUM ACCESSIBLE AMOUNT(₦)
1.	Land/Housing	5% per annum	5 Years	3,000,000.00
2.	Car Refurbishment Loan	2.5% per annum	2 Years	1,500,000.00
3.	Furniture loan	2.5% per annum	2 Years	500,000.00
4.	Special Salary Advance	No Interest	6 Months	As Applicable
5.	Salary Advance	No Interest	3 Months	As Applicable

The following Loan schemes shall operate in the University and the required Seed Fund as approved by the Governing Council from time to time:

#### a. **Housing/Land Loan**

Under this Scheme, the University gives Loans to Staff for any of the following:

- i. Purchase of house
- ii. Offset existing loans obtained by a Staff member to own a house
- iii. Start/complete a building
- iv. Purchase a landed property

**b. Motor vehicle/vehicle refurbishing Loan:** Under this scheme the University gives loans to Staff for the purpose of refurbishing the applicant's motor vehicle for which the applicant must show proof of ownership.

**c. Furniture Loan:** Under this Scheme, the University grants loans to Staff for purchasing furniture items in the residence of applicant.

### 6.3.2.2 Conditions/Eligibility

- i. The Registry and the Bursary Department shall determine qualification of every applicant and ability to repay the Loan if granted.
- ii. All applicants seeking loan must be confirmed Staff of the University.
- iii. The University shall device other mechanisms for the loan administration.

### 6.3.3 SALARY ADVANCES

- i. Members of Staff may be granted interest-free salary advance. A salary advance is intended to assist a member of Staff in meeting extraordinary personal or household expenses.
- ii. An interest-free advance on account of a Staff member's salary may be approved by the Vice Chancellor on the recommendation of the Bursar on behalf of the University to a staff on permanent or temporary appointment not more than once in five (5) years.
- iii. The interest-free salary advance shall be limited to a maximum of two (2) month's basic salary of the staff and shall be refundable in six (6) consecutive monthly instalments deductible by the Bursar from the staff's salary. The first of such installment refund shall commence two (2) months following that in which the advance was made.

#### **6.4 SALARY SCALE AND REGULAR ALLOWANCES**

##### **1. *Salary Scales***

Subject to any contrary agreement, salary scales applicable to Staff members shall also apply to cases of Appointment on Contract, Secondment or Transfer and shall be as recommended by the University Management and approved by Council from time to time. No amendment thereto shall adversely affect an existing member of Staff without his/her prior agreement; and any representation by Staff member in respect thereof shall be submitted to reach the Registrar not later than one (1) month of the amendment for the consideration of Council.

##### **2. *Salary Placement***

The appropriate salary scale shall be communicated in the advertisement or other notice calling for applications to fill vacant positions within the University. In deciding the point on the relevant salary scale at which a candidate shall be placed on first appointment, due regard shall be given to qualifications and relevant experience.

##### **3. *Rates of pay for Part-time Staff and Demonstrators:***

The rates of pay for Part-Time work for the University shall be as approved by the Governing Council from time to time.

For the avoidance of doubt, persons employed on a Part-Time basis and earning such allowances as have been specified shall not by virtue of such earnings alone be deemed to be Staff of the University. They shall not be entitled to any other

benefits, which are applicable to Staff of the University except as expressly stated in their terms of Part-Time appointment.

## **6.5 ALLOWANCES**

### **6.5.1 General**

Certain categories of allowances are payable to designated Staff members of the University. The allowances are subject to review from time to time.

The allowances are:

- (a) Responsibility allowance
- (b) Acting allowance
- (c) Duty Tour allowance
- (d) Local Transport/Travelling/ kilometer allowance
- (e) Housing allowance
- (f) Hazard allowance
- (g) Journal allowance
- (h) Entertainment allowance
- (i) Shift Duty allowance
- (j) Sitting Allowance for Committee (Discretionary)
- (k) Overtime allowance (as approved by the Vice-Chancellor)
- (l) Field trip (industrial supervision) /Teaching practice allowance.
- (m) Call duty
- (n) Excess Workload
- (o) Health Professional Non-Clinical Duties Allowance
- (p) SIWES supervision allowance
- (q) Internal/external assessment for Associate Professors and Professors' allowance
- (r) Laboratory/workshop/studio/clinical/Farm allowances
- (s) Medical allowance
- (t) Non-accident bonus
- (w) Estacode Rates:
  - Overseas Night Allowance
  - Overseas subsistence/incidental allowance
  - Allowance for Training Courses overseas
  - Overnight rates for local travel

### **6.5.2 Responsibility Allowance:**

- (a) Responsibility allowances shall be paid to Principal Officers and other designated Staff as listed below and as approved by Council from time to time:
- (i) Vice-Chancellor
  - (ii) Deputy Vice-Chancellor
  - (iii) Registrar
  - (iv) Bursar
  - (v) University Librarian
  - (vii) Deans/Directors of Service Department
  - (viii) Head of Department
  - (ix) Heads of Non-Academic Division/Units
  - (x) Sub-Dean
- (b) No person shall be entitled to draw more than one responsibility allowance. Where a Staff holds more than one office which attracts responsibility allowances, he/she shall accordingly be entitled to draw the highest of the allowances to the office concerned.
- (c) A person appointed in an acting capacity to an office, which attracts responsibility allowance, shall be entitled to the payment of the allowance if he acts in the office for up to one month.

### **6.5.3 Acting Allowance**

- (a) Where a member of Staff is appointed in an acting capacity to a position which attracts a basic salary one grade level higher than that of his/her substantive post, he shall draw an acting allowance equal to the difference between his/her substantive salary and the minimum salary of the post in which he is acting.
- (b) Where the Staff member is acting in a post which attracts salary more than one salary grade level above his/her substantive rank, acting allowance shall be based on the minimum salary of the grade level next higher than that of his/her substantive rank, or he shall be paid 50% of the difference between his/her substantive salary and the minimum salary of the post in which he is acting, whichever is higher.

### **6.5.4 Duty Tour Allowance**

When a Senior Staff on CONUNASS 06-15/CONUATSS 07-15/CONUASS 01-07 travels outside his/her station on official duties or sent to a Conference or Seminar in other parts of Nigeria, Duty Tour allowance shall be paid in lieu of hotel for each night spent outside the station at the rates approved from time to time unless the

staff was accommodated in government quarters, provided that such allowances shall not apply to trips made within Lagos State, except for trips to Badagry and Epe for assignments that extend beyond one (1) day.

**OUTSIDE LAGOS: Ibadan, Akure, Jos, Abeokuta, Enugu, Benin, Ilorin & Others**

STATUS	TRANSPORTATION BY ROAD	AIRFARE (PREVAILING AIRPORT TAXI RATE)	ACCOMMODATION	AIRPORT TAXI	ACCOMMODATION INCIDENTAL	INCIDENTAL
STATUS	Rate	Rate	Rate	Rate	Rate	Rate
Student	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	10,000.00	5,000.00	8,000.00	4,000.00
CONUNASS-01-05	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	10,000.00	5,000.00	8,000.00	4,000.00
CONUNASS/CONUASS-06-07	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	15,000.00	3,000.00	10,000.00	6,000.00
CONUNASS-01	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	15,000.00	5,000.00	7,000.00	6,000.00
CONUNASS/CONUASS-08-10	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	18,000.00	5,000.00	12,000.00	8,000.00
CONUNASS-02-03	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	18,000.00	5,000.00	9,000.00	8,000.00
CONUNASS/CONUASS-04	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	21,000.00	5,000.00	11,000.00	10,000.00
CONUNASS-04	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	21,000.00	5,000.00	14,000.00	10,000.00
CONUNASS/CONUASS-05	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	24,000.00	5,000.00	13,000.00	12,000.00
CONUNASS-05	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	24,000.00	5,000.00	16,000.00	12,000.00
CONUNASS/CONUASS-06	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	27,000.00	5,000.00	16,000.00	12,000.00
CONUNASS/CONUASS-06	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	27,000.00	5,000.00	18,000.00	14,000.00
CONUNASS/CONUASS-07	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	30,000.00	5,000.00	17,000.00	14,000.00
CONUNASS/CONUASS-07	Economy Class Rate N10,000.00	Economy Class Rate 14,000.00	30,000.00	5,000.00	20,000.00	16,000.00
Principal Officers	Economy Class Rate N10,000.00	Economy Class Rate 20,000.00	35,000.00	5,000.00	20,000.00	16,000.00
CONUNASS-07	Business Class Rate N15,000.00	Economy Class Rate 25,000.00	45,000.00	5,000.00	20,000.00	16,000.00
Vice Chancellor	Rate N15,000.00	Economy Class Rate 25,000.00	45,000.00	5,000.00	25,000.00	19,000.00
Principal Officers	N15,000.00	Rate	10,000.00		25,000.00	19,000.00
Vice Chancellor	N20,000.00	Business Class Rate	15,000.00		40,000.00	22,000.00

**EPE & BADAGRY**

<b>STATUS</b>	<b>TRANSPORTATION BY ROAD (N)</b>	<b>ACCOMMODATION (N)</b>	<b>INCIDENTAL (N)</b>
Student	3,000.00	5,000.00	4,000.00
CONUNASS 01 - 05	4,000.00	5,000.00	4,000.00
CONUNASS/CONUATSS 06 - 07	4,000.00	7,000.00	6,000.00
CONUASS - 01	4,000.00	7,000.00	6,000.00
CONUNASS/CONUATSS 08 - 10	5,000.00	9,000.00	8,000.00
CONUASS 02 - 03	5,000.00	9,000.00	8,000.00
CONUNASS/CONUATSS 11 - 12	5,000.00	11,000.00	10,000.00
CONUASS - 04	5,000.00	11,000.00	10,000.00
CONUNASS/CONUATSS - 13	5,000.00	13,000.00	12,000.00
CONUASS - 05	5,000.00	13,000.00	12,000.00
CONUNASS/CONUATSS - 14	7,000.00	15,000.00	14,000.00
CONUASS - 06	7,000.00	15,000.00	14,000.00
CONUNASS/CONUATSS - 15	7,000.00	17,000.00	16,000.00
CONUASS - 07	7,000.00	17,000.00	16,000.00
Principal Officers	10,000.00	20,000.00	19,000.00
Vice Chancellor	15,000.00	25,000.00	22,000.00

**WITHIN LAGOS**

<b>STATUS</b>	<b>TRANSPORTATION BY ROAD</b>	<b>INCIDENTAL</b>
CONUNASS 01 - 05	5,000.00	4,000.00
CONUNASS/CONUATSS 06 - 07	5,000.00	6,000.00
CONUASS - 01	5,000.00	6,000.00
CONUNASS/CONUATSS 08 - 10	5,000.00	8,000.00
CONUASS 02 - 03	5,000.00	8,000.00
CONUNASS/CONUATSS 11 - 12	7,500.00	10,000.00
CONUASS - 04	7,500.00	10,000.00
CONUNASS/CONUATSS - 13	7,500.00	12,000.00
CONUASS - 05	7,500.00	12,000.00
CONUNASS/CONUATSS - 14	7,500.00	14,000.00
CONUASS - 06	7,500.00	14,000.00
CONUNASS/CONUATSS - 15	7,500.00	16,000.00
CONUASS - 07	7,500.00	16,000.00
Principal Officers	10,000.00	19,000.00
Vice Chancellor	15,000.00	22,000.00

**ESTACODE ALLOWANCE**

<b>STATUS</b>	<b>ALLOWANCE RATE (USD)/NIGHT (\$)</b>
Student	206
CONUNASS 01 - 05	206
CONUNASS/CONUATSS 06 - 07	381
CONUASS - 01	381
CONUNASS/CONUATSS 08 - 10	381



CONUASS 02 - 03	381
CONUNASS/CONUATSS 11 -12	381
CONUASS - 04	381
CONUNASS/CONUATSS -13	425

#### **6.5.5 Travelling Allowance**

- i. Where a staff of the University travels out of the University on official duty, he shall be entitled to a refund of his/her transport expenses on production of supporting receipts (where possible) or a certificate of honour.
- ii. Where a staff living outside the Campus is required by the nature of his/her duty to return to the University every day, he/she shall be entitled to a refund of his/her transport expenses for such extra journey from home to office

#### **6.5.6 Housing Allowance**

All Senior Staff shall be entitled to Housing Allowance as specified in the individual's salary scale.

#### **6.5.7 Local Transportation Allowance**

A Staff on CONUNASS 06-15/CONUATSS 07-15/CONUASS 01-07 who travels by Air on an official assignment or sent to Conference/Seminar by the University outside Lagos State shall in addition to appropriate Air fare, be paid a fixed sum of Twenty Thousand Naira (₦20,000.00) only, to cover the cost of Taxi between the Airport and the city where such event is holding, provided that this allowance shall not apply to conferences or official assignments holding within Lagos.

#### **6.5.8 Fuel Grant**

Fuel grant per month shall be payable to all Staff on CONUNASS 06-15/CONUATSS 07-15/CONUASS 01-07 to augment the expenses on Transport as specified in the individual's salary scale.

#### **6.5.9 Local Transport/Travelling Allowance**

- (a) A Staff member travelling within Nigeria on approved official duty on behalf of the University shall be entitled to Local Transport/Travelling allowance, Duty Tour allowance and other incidental allowances as approved by Council.
- (b) Kilometre allowance:
  - (i) Where a Staff member uses his/her car or public transport for official duties, he shall be entitled to Kilometre allowance for both local running

and journey undertaken outside the station, as approved by Council from time to time.

- (ii) Kilometre allowance shall not be payable for use of a Staff member's car for his/her transportation between his/her residence and the office.
- (iii) Staff using their official vehicles to outside station for official purpose shall not be entitled to kilometre allowance.

#### **6.5.10 Housing Allowance**

- (a) Staff Member on (CONUNASS 06/CONUASS 01) and above who are entitled to university accommodation and are not so provided shall be entitled to Housing Allowance at a percentage of their salary approved by Council from time to time.
- (b) Staff members provided accommodation shall pay commercial rent as recommended by the Staff Welfare Committee and approved by Council from time to time.

#### **6.5.11 Hazard Allowance**

Members of Staff whose schedule involves hazard of some sort shall be entitled to draw hazard allowance at a rate approved by Council from time to time.

#### **6.5.12 Journal Allowance**

Staff who subscribe to journal of Professional bodies or Association shall be entitled to Journal Allowance at a rate approved by Council from time to time.

#### **6.5.13 Entertainment Allowance**

The Vice Chancellor, all Principal Officers, Directors, and Head of Divisions/Departments shall be entitled to Entertainment Allowance at rates approved by Council from time to time.

#### **6.5.14 Shift Duty Allowance**

Members of Staff that operates shift duty shall be entitled to Shift Duty Allowance at rates approved by Council from time to time.

#### **6.5.15 Sitting Allowance**

Members of Staff who are appointed to serve on University Committees outside those related to their schedule of duties shall be entitled to sitting allowance at rates approved by Council from time to time.

#### **6.5.16 Overtime**

- i) All Non-Teaching Staff below CONUNASS/CONUATSS 13 shall earn Overtime allowance at rates approved by Council from time to time. However, prior approval must have been obtained, in writing, from the Vice-Chancellor.
- ii) Excess workload allowance shall be paid to the Academic Staff and shall be calculated according to the Full Time Equivalent formula.

#### **6.5.17 Health Professional Non-Clinical Duties Allowance**

This allowance is payable at the approved Government rate to Health Professionals deployed to render health related services in Government Health Institutions. Beneficiaries of this allowance shall include Pharmacists, Medical Technologists, Physiotherapists, Radiographers and Nurses.

#### **6.5.18 Field Trip/Industrial Supervision/Teaching Practice/Student Technologist Ratio/SIWES Allowance**

These shall be paid to Academic and Non-Academic Staff who are involved in Field Trip/Industrial Training/Teaching Practice/Student Technologist/SIWES supervision at rates approved by Council.

#### **6.5.19 Non-Accident Bonus**

- i. A Motor Driver, Driver/Mechanic, or Dispatch Rider, whether on permanent establishment or temporary appointment shall be entitled to an annual non-accident bonus equal to 100% of his/her monthly basic salary, subject to review.
- ii. The term "accident" in this context means any occurrence whereby damage is done to property of any kind or injury is done to person(s) or animal(s) which, in the opinion of the Driver's Head of Department is attributed to the way the Driver, Driver/Mechanic or Dispatch Rider drove or managed the vehicle.
- iii. A Driver, Driver/Mechanic, or Dispatch Rider who, whilst in receipt of his/her bonus, is involved in an accident in which he is adjudged by his/her Head of Department to be at fault shall forfeit his/her bonus and shall start further qualifying period of one year's accident-free driving from the date of the accident.
- iv. Non-Accident Bonus shall be applicable to only Drivers/Mechanic attached to a particular official vehicle during the year under review.

### **6.6 HEALTH SERVICES**

**6.6.1** The University maintains a Health Service for the benefit, among others, of members of Staff and their families except those on casual and Part-Time appointment. However, it shall be the duty of every Staff member to take due care to ensue good health of himself/herself and his/her family.

**6.6.2 Medical Board**

There shall be a regulatory body named Board of Health, which controls all the activities of the University Health Centre. The Board shall be responsible to Council through the Vice Chancellor.

**(a) Composition of Medical Board**

The composition of the Board shall be as prescribed in 6.2.12 (iii. b) of these regulations

**(b) Terms of Reference of the Medical Board**

- i) To advise Council on the general policy on Health matters in the University and the implementation of such policy.
- ii) To advise the Director of Health Service on specific matters relating to health care in the University that may be brought before it.
- iii) To advise on the procurement of drugs.
- iv) To determine what policy should govern refund for drugs purchased by members of Staff within the limit of the University's annual budget for health and advise on measures for eliminating or minimising abuses in the system of refunds.
- v) To ensure that the Lagos State Government directives on medical treatment abroad for Staff are complied with.
- vi) To determine what policies should govern referrals for treatment of Staff within the limit of the University's budget.
- vii) To examine every prospective case of referrals for treatment of Staff abroad after it has been ensured that all available local facilities, both in the public and the private sectors, have been exhaustively explored or utilised.
- viii) To examine and advise on the possibilities of health insurance for members of the University Community.
- ix) To ensure the good working relationship with University Teaching Hospital, especially in the medical treatment of emergencies involving Staff and students at the University.

- x) To consider other matters that may be germane to the problems of health care in the University and make recommendations to the Vice-Chancellor.

### **6.6.3 Staff and their Dependants**

A staff and his/her spouse with up to four (4) dependent children up to 21 years of age and if on full time studies, are entitled to free medical attention within the University Health Service. Registration of Staff dependants in the Health Centre will be accompanied by certified Identity Card with photograph.

### **6.6.4 Insurance**

There shall be an insurance policy for all full-time members of Staff of the University in accordance with the provisions of the relevant statutes on insurance. Such policies shall be recommended by the Bursar through the University Management to the Governing Council.

## **6.7 ACCOMMODATION**

### **6.7.1 REGULATIONS GOVERNING PROVISION OF QUARTERS BY THE UNIVERSITY TO ITS STAFF**

#### **6.7.1A Eligibility**

When quarters are available, Staff of the University shall be considered for official quarters, commensurate with their status. Where quarters are available, special consideration may be given to members of Staff whose duties required that they live within or near the campus.

#### **6.7.1B Types of Accommodation**

The following categories/location of accommodation shall be provided for the following categories of Staff:

- i. CONUNASS 06 - 09/CONUATSS 07 – 09/CONUASS 01- 03 -Two-bedroom flat
- ii. CONUNASS 11 - 13/CONUATSS11-13/CONUASS 04-05- Three-bedroom flat
- iii. CONUNASS 14 - 15/CONUATSS 14–15/CONUASS 06-07 - Four-bedroom flat or Duplex

#### **6.7.1C Agreement Governing the Occupation of Quarters**

Staff allocated University quarters shall be required to complete all necessary agreements. Agreement governing the occupation shall be signed by the Staff allocated University quarters.

### **6.7.1D Married Women**

A married woman staff shall be entitled to accommodation in her own right but where her husband enjoys the benefit of official accommodation in university, such a married woman staff shall not be given official accommodation.

### **6.7.1E Rent in Lieu of Quarters**

A member of Staff entitled to Accommodation but for whom the University is unable to provide quarters or who makes private arrangement for his/her own accommodation shall be entitled to a housing allowance as may be approved by the University from time to time.

### **6.7.1F Determination of Occupation of Quarters**

Where an entitled Staff is required under the Regulations to vacate his/her quarters and he refuses to do so within the stipulated time, the Staff shall be ejected. In exceptional cases however, the Staff may be subjected to payment of an economic/commercial rent for a maximum of six months.

### **6.7.1G Obligation of University Staff as Tenants**

The obligation of Staff as university tenants shall be as stipulated in the Tenancy agreement of the University. Without prejudice to the content of the Agreement, allottees of university quarters are forbidden from the following practices, any of which might lead to ejection from the premises:

- i. Farming within 75 meters radius of the physical facilities.
- ii. Keeping of pets, e.g., dogs, cats, goats, poultry etc.
- iii. Keeping more than the declared population of people/persons as contained in the agreement.
- iv. Failure to fulfil his/her responsibility of proper maintenance of the interior.
- v. Exposing the lives and properties of other occupants to risk by use of generating sets or other types of machinery.
- vi. Failure to fulfil his/her responsibility on payment of service charges.

### **6.7.2 RULES FOR ALLOCATION OF QUARTERS**

- a. The Housing Allocation Committee of Staff Welfare Committee shall be responsible for allocation of quarters.
- b. The Housing Allocation Committee shall determine uniform criteria for the allocation of Staff quarters.

- c. Only quarters which are vacant or are deemed to be vacant will be allocated by the Housing Allocation Committee.
- d. Staff will only be allocated quarters based on their entitlements.
- e. Allocation of quarters shall be made based on individual Staff merit and not to post or department, except for the Principal Officers.
- f. Change of allocation shall be effected only with the approval of the Housing Allocation Committee
- g. Approval of change in official accommodation shall not be given except when change in status warrants it.
- h. All allocations made to members of Staff must be accepted in writing within two weeks and if the Staff does not physically occupy the quarters within three weeks from the date of acceptance, the allocation shall lapse.
- i. Routine inquiries regarding the availability of Staff quarters may be made at the Staff Welfare Office.

### **6.7.3 VACATION OF OFFICIAL QUARTERS**

#### **a) Retiring Staff**

- i. Staff retiring from the University shall normally be expected to vacate University quarters they are occupying, not later than three (3) MONTHS after their entitlements have been transferred to their Pensions Fund Administrators (PFAs).
- ii. Any retiring Staff that stays in the quarters beyond the stipulated period shall be legally ejected.

#### **b) Dismissal and Terminated Appointments**

Staff who are dismissed or whose appointments are terminated shall not be covered by the preceding rules in (a) above but shall be subjected to the stipulated condition in the letter given to him/her by the University Authorities, with a quit notice of one month only.

#### **c) Staff on Prolonged Absence/Study Leave Without Pay**

- a. Any Staff on prolonged Absence/Staff on study leave without pay must make suitable arrangement for paying his/her house/flat rent as and when due. Defaulter shall be legally ejected.
- b. No Staff who is away from the University without appropriate approval shall keep his/her house/flat indefinitely. After a maximum period of

twelve months, such allocation shall revert to the Staff Welfare Committee for fresh allocation. Where an allottee is uncooperative, the place shall be legally repossessed.

**d) Resignation**

A member of Staff who resigns from the University must vacate his/her quarters not later than the day on which his/her contract expires. Occupancy beyond the date of expiration of contract shall attract 300% of the going rate. In special circumstances, the Vice Chancellor on the advice of Staff Welfare Committee, may approve an extension of occupancy for a period NOT exceeding THREE (3) MONTHS.

**e) Transfer of Unoccupied Accommodation**

Houses are allocated to members of Staff on the understanding that they wish to reside there. Any Staff tenant who refuses to take up his/her accommodation or decides to leave the place physically unoccupied or transfer the same to a person(s) unapproved by the Staff Welfare Committee shall have the allocation revoked and shall be surcharged for the number of months of illegal occupation of the Staff quarters. Such Staff shall be surcharged as approved by the University Management from time to time.

**f) Widows and Widowers**

Family of a Staff who dies in service will not be permitted to remain in the University quarters beyond one year of the death of the Staff. An initial notice of six (6) months must be officially given to the occupant prior to the expiration of the one-year period. A second notice must also be officially communicated three (3) months prior to the expiration of the one (1) year period.

**6.7.4 CLEANING OF STAFF QUARTERS**

Staff who reside in the University Staff quarters are required to always keep their environment clean. Those who live in a block of flats should decide on how to keep their surroundings clean. No resident should exempt himself/herself from joining others in achieving a clean environment. Those who fail to clean their surroundings shall be surcharged by the Staff Welfare Committee after carrying out the cleaning.

**6.8 COUNSELLING SERVICES FOR STAFF**



The University Counselling Unit shall provide Counselling Services to Staff of the University. This is a part of the Staff Assisted Programme of the University.

A Staff may voluntarily approach the Counselling Unit for Personal Counselling if he or she so desires, or it may be a university referral.

#### **6.8.1 Referral**

Heads of Departments/Units or supervisors are advised to refer subordinate Staff who exhibits unexpected irrational behaviour at work to the Staff Counsellors with a view to identifying and addressing causes of such behaviors, such as family and matrimonial, bereavement, financial and legal, family and child care, domestic violence, health and lifestyle, bullying and harassment, negative effects of stress and depression at an individual level, among others, and helping the individual to understand and help himself/herself.

## CHAPTER SEVEN

### 7.0 PENSIONS AND PAST SERVICE BENEFITS

#### 7.1 INTRODUCTION

The subsisting Contributory Pension Law (amended 2019) came into effect in the University on June 1, 2007. The Law made several provisions with respect to issues of Pension, Past Service Benefits, and Insurance of Staff.

#### 7.2 CITATION AND COMMENCEMENT

The Regulation shall be referred to as for the award of Pensions and Past Service Benefits (Gratuities) and shall be operative from the date of the **New Contributory Pension Scheme** (CPS) June 1, 2007.

#### 7.3 APPLICATION

The Regulations shall apply to all Staff in the service of the University who are in the established grades and are in regular employment but shall not apply to the contract staff and those engaged as adjunct staff or part time employment.

#### 7.4 HIGHLIGHTS OF THE CONTRIBUTORY PENSION SCHEME IN NIGERIA

As against the **Pay as You Go** also known as **Defined Benefit Scheme** that was in operation before the Introduction of the New Pension Scheme in 2004 by National Pension Commission (PENCOM) the New Pension Scheme is Contributory and fully funded, based on individual accounts that are privately managed by Pension Fund Administrators (PFA) with the Pension Funds' assets held by Pension Fund Custodians (PFC).

#### 7.5 TERMINOLOGIES AND ABBREVIATIONS

For the purpose of clarity, relevant terminologies and abbreviations which are used in this chapter are defined/clarified as follows:

- i. **National Pension Commission (PENCOM):** The National Pension Commission is saddled with the following responsibilities:
  - To regulate and supervise all pension matters in Nigeria;
  - To license Pension Fund Administrators and Pension Fund Custodians
  - To issue guidelines and rules for investments and operations of the scheme;
  - To maintain a National Databank on all pension matters; and
  - To carry public enlightenment on the scheme;

It is the National Databank of the Commission that provides the Personal Identification Number (PIN) for each staff through the Pension Fund Administrator (PFA) who then notifies the staff of his/her Personal

Identification Number (PIN) for submission to his/her employer. All collections received through the parent bank of the Pension Fund Custodian (PFC) must be notified to the Commission. Also, all transactions on the Retirement Savings Account (RSA) must be notified to the Commission and any payment to be made from the Retirement Savings Account must be approved by the Commission prior to its being paid by the Pension Fund Administrator (PFA).

The Commission also assigns employer code for each employer which is to be indicated on all payment schedules sent to the bank for the remittance of pension contributions.

ii. **Lagos State Pension Commission (LASPEC):** The Lagos State Pension Commission is saddled with the following responsibilities:

- To regulate and supervise all pension matters in Lagos State,
- To license Pension Fund Administrators and Pension Fund Custodians,
- To issue guidelines and rules for investment and operations of the scheme,
- To maintain Lagos State Databank on all pension matters, and
- To carry out public enlightenment on the scheme.

iii. **Objectives of the Contributory Pension Scheme (CPS):** There are three (3) main objectives of the Contributory Pension Scheme, and these are:

1. To ensure that retirement benefits are paid as and at when due.
2. To assist staff save towards their retirement,
3. To establish uniform set of rules for pension administration in the whole of Nigeria.

In essence, transfer of service from a State to Federal Institution or to a Private Establishment will not have any effect on retirement benefits.

Every staff is expected to have a Retirement Savings Account with a Pension Fund Administrator of his/her choice into which monthly contributions by the employer and the staff are credited.

There are two main types of benefits available in a Contributory Pension Scheme setting and these are: the Lump Sum and the Monthly Income which can be in the form of a Programmed Withdrawal or Life Annuity benefit. There is no scale of benefits as is available under the Defined Benefit Scheme.

iv. **Pension Fund Administrator (PFA):** A Pension Fund Administrator is licensed by the National Pension Commission (PENCOM) to invest, manage and administer the pension fund and staff's Retirement Savings Account (RSA). The Pension Fund Administrator (PFA) also performs the following functions:

- Provide customer services to the staff,
- Calculate and pay retirement benefits to the staff upon retirement,
- Ensure that all monies notified by the Pension Fund Custodian as having been lodged into its account are reconciled and duly credited into the Retirement Savings Accounts (RSAs) of the Staff concerned.

The Pension Fund Administrator (PFA) shall provide every employer with its customized bank payment teller for the payment of the staff's pension contributions to the bank and the employer code obtained from Pension Commission (PENCOM). It is also the duty of the Pension Fund Administrator (PFA) to notify the National Pension Commission (PENCOM) of any employer that fails to remit its Staff pension contributions.

v. **Pension Fund Custodian (PFC):** The Pension Fund Custodian is licensed by National Pension Commission (PENCOM) to collect the pension contributions from the employers through its parent bank and keep in safe custody all pension funds and assets of the Pension Fund Administrator (PFA). All investments by the Pension Fund Administrator (PFA) with respect to the funds, are made through the Pension Fund Custodian (PFC). It is the responsibility of the Pension Fund Custodian (PFC) to notify the Pension Fund Administrator (PFA) within twenty-four (24) hours of the receipt of pension contributions payment into its account and transmit the schedule of payment electronically to the Pension Fund Administrator (PFA) for update of the contributions into the collecting bank of the Pension Fund Custodian (PFC), to the bank account of the retiree.

vi. **Life Insurance Company:** The life insurance company (or composite insurance company) is to underwrite (handle) the group life policy to provide a benefit (cover) of a minimum of three (3) times the total annual emolument of a staff in the event of the death of a staff whilst in service. The Group Life cover is usually an annual contract which comes into force upon payment of the applicable premium.

The schedule of members covered and the benefits payable for each staff must be clearly stated in the policy document. The contract is renewable at the anniversary date [last day of being in force] of the policy.

vii. **Retirement Savings Account (RSA):** Each Staff is to Open a Retirement Savings Account (RSA) with a Pension Fund Administrator (PFA) of his/her choice and to notify his/her employer of the Personal Identification Number (PIN) issued to him by the Pension Fund Administrator (PFA). The Retirement Savings Account (RSA) is portable, which means it can be moved from one employer to another employer when a staff changes his/her job. The staff simply notifies the new employer of his/her Personal Identification Number and Pension Fund Administrator (PFA) details. The staff is also to notify his/her Pension Fund Administrator (PFA) of the change in his/her employer for update of his/her records with the Pension Fund Administrator (PFA).

viii. **Monthly Emolument:** This is the sum of the Basic Salary, Housing, and Transport allowances of the staff monthly.

ix. **Past Service Benefit (Formerly known as Gratuity):** is a period of service worked before the commencement of the Pension Reform Act (PRA) 2004 by National Pension Commission (PENCOM) known as Contributory Pension Scheme (CPS). Hence, Lagos State Pension Commission (LASPEC) commencement date is 1st April, 2007, whilst University (then a State Polytechnic) commencement date is 1st June, 2007 respectively.

It is based on the Grade Level and emolument as at the date prior to the commencement of the scheme. The Past Service Benefit is payable at retirement into the Retirement Savings Account [RSA] of the staff.

x. **The retiree is at liberty to choose from the following options, under which he wants to receive his/her monthly pension:**

a. **Programmed Withdrawal Module (PWM):** This is a product of the Pension Fund Administrator [PFA] which pays the monthly pension due to the retiree from the Retirement Savings Account [RSA]. The staff signs a Programmed Withdrawal Agreement [PWA] with the Pension Fund Administrator [PFA] thereby confirming his/her intention to buy this product. As the name implies, it is a series of programmed payments spanning a programmed number of years with a guarantee for at least ten (10) years. It is the retiree that determines [within the parameters of the given template] the lump sum and monthly pension desired. The lump sum

and any arrears of pension are first paid by the Pension Fund Administrator [PFA] before the commencement of the monthly pension. The monthly pension is paid to the designated bank of the retiree through the execution of a standing order by the Pension Fund Administrator (PFA) to the Pension Fund Custodian (PFC) for onward transmission to its parent bank. To carry out the ten (10) years period, additional payment from the Retirement Savings Account through the Payment Withdrawal module would depend on the Retirement Savings Account (RSA) balance.

- b. Annuity:** This is a product offered by a licensed life insurance company authorized by the National Insurance Commission (NAICOM) to sell this product. Where the retiree opts for the purchase of an annuity form of a life insurance company, it is only the lump sum due that is paid by the Pension Fund Administrator to the bank account of the retiree and the balance is paid to the life insurance company which the retiree has chosen its annuity product. Annuity is a contract wherein the premium is paid as a lump sum to enjoy the benefits indicated. Annuity payment is also made monthly and is usually guaranteed for five (5) or ten (10) years and thereafter for life. Several other products also exist under the annuity option such as inflation-indexed annuity, joining (surviving spouse annuity) etc. Annuity may also be immediate (to commence immediately) or deferred (to commence later). Further clarification on features of the two options are as follows:

	<i>Features</i>	<b>Programmed Withdrawal (PW)</b>	<b>Annuity</b>
a.	<i>Administration</i>	PW is a product offered by Pension Fund Administrator (PFAs) regulated by the National Pension Commission (PENCOM)	Annuity is a product offered by Life Insurance companies regulated by the National Insurance Commission (NAICOM)
b.	<i>Payment Period</i>	Pays pension over an expected lifespan and for as long as the retirement savings account has funds	Pays pension for life with a minimum guaranteed payment period of 10 years
c.	<i>Payment to Beneficiary when the retiree dies</i>	Whenever the retiree dies, the beneficiary under a will or letter of Administration is paid	If the retiree dies within the guaranteed payment period of ten (10) years, the surrender

		enbloc the balance in the Retirement Savings Account	value of the remaining amount within the period shall be paid as lump sum to the Estate of the retiree or named beneficiary. However, if the retiree dies after ten (10) years, the named beneficiary will not receive any payment
d.	<b><i>Frequency of payment</i></b>	Pension payment can either be monthly or quarterly, based on the retiree's choice.	Annuity payment can either be monthly or quarterly
e.	<b><i>Account Updates</i></b>	Retirees receives RSA statements. Monthly/quarterly.	No statement of account is given to the retiree
f.	<b><i>Custody of Funds</i></b>	Payment Withdrawal retiree's assets are held by Pension Fund Custodian thereby providing enhanced security.	Annuity retiree asset are held by the Insurance company.
g.	<b><i>Change of Withdrawal mode</i></b>	A retiree on Payment Withdrawal with a Pension Fund Administrator (PFA) can choose to terminate the Payment Withdrawal and convert to Annuity contract with an insurance company at any time.	A retiree on Annuity with an Insurance company cannot change to Payment Withdrawal with a Pension Fund Administrator.
h.	<b><i>Growth in Funds</i></b>	Returns on investment belong to the retiree and credited to Retirement Savings Account to provide opportunity for enhanced payments.	Returns on investment belong to the pool of insurance funds and not the retiree. Payment is fixed ab-initio.

A will is a Legal Document that states the beneficiary of the properties of the person that is making the WILL called the TESTATOR.

For pension purpose, a single WILL can be drafted and executed such that it would allow the beneficiaries to access the pension in the Retirement Saving Account (RSA) and Monies in the Bank Account of the Person.

Where death occurs without a WILL, the person is said to have died INTESTATE. If he dies having made a valid WILL, he is said to have died TESTATE.

**xii Letter of Administration**

This is the final name for the document that a Probate Court issues to a person who is appointed to handle the estate of a deceased who died without a WILL.

**xiii Personal Identification Number (PIN)**

Personal Identification Number (PIN) is an access number given by the Pension Fund Administrator (PFA) to the Retirement Savings Account (RSA) holder as a form of Identification. Personal Identification Number [PIN] of the Retirement Savings Account (RSA) is Twelve (12) Digit Number which is unique to each account holder/staff and begins with the letters (PEN). A male Personal Identification Number starts with the Number Two (2) i.e. [PEN 2...]. Only one Retirement Savings Account (RSA) is to be opened by a staff and used throughout the staff's working life and after retirement.

**7.6 EMPLOYERS ROLES AND RESPONSIBILITIES**

The build-up in a staff's Retirement Savings Account (RSA) at retirement is what determines the quantum of benefits receivable.

The Pension Reform Act 2014 which repealed the Pension Reform Act No. 2 of 2004 [repeal Act] governs and regulates the Administration of the Contributory Pension Scheme for both the Public and Private Sectors in Nigeria. The commencement date is 1<sup>st</sup> July 2014. Consequently, an employer should be well informed of its roles and responsibilities under the operations of the Act. These include:

- i. **Pension Contribution to the Scheme: [Reviewed 2014 Pension Act]:** The Contributions to be made to the scheme under the Act, by the employer and staff are minimum of 10% and 8% respectively of the staff's monthly emoluments.

Monthly emoluments in this case include the monthly **Basic Salary, Housing and Transport allowances.**

- ii. **Compliance:**



- a. It is the responsibility of the Employer to ensure that all its Staff are duly registered with a Pension Fund Administrator (PFA) and they are also to submit their Personal Identification Number (PIN), Pension Fund Administrator (PFA) and Pension Fund Custodian (PFC) details for remittance of the Pension Contributions.
- a. Where a staff is yet to open his/her Retirement Savings Account (RSA), the employer shall deduct and hold the Pension Contributions in its custody.
- b. The arrears of Pension Contribution are to be paid as soon as the staff submits his/her Personal Identification Number (PIN) and Pension Fund Administrator (PFA) details to the employer.
- c. Employers are mandated to request Pension Fund Administrator (PFA) to open Nominal Retirement Savings Account (RSA) for Staff that fail to do so within six (6) months of employment.
- iii. **Remittance of Pension Contributions:** The Pension remittance to the Pension Fund Custodian (PFC) must be made not later than seven (7) working days after the date of payment of salary to the staff.
- iv. **Failure to Remit Pension Contribution:** Where an employer fails to remit the Pension Contributions within the stipulated period to the bank, the employer shall in addition to making the remittance already due, be liable to a penalty of no less than 2 percent [2%] of the total Contributions that remain unpaid for each month or part of each month that the default continues and the amount of the penalty shall be recoverable as a debt owing to the staff's retirement savings account.
- v. **Employer taking full responsibility of monthly contribution [optional]:** Employer can take full responsibility of the Contribution provided the employer's contribution shall not be less than 10% of staff's monthly emolument. In that case, the contribution shall not be less than 18% of the staff's monthly emolument.
- vi. **Additional Voluntary Contribution [AVC]:** Where in addition to the normal contribution, a staff is making Additional Voluntary Contributions [AVC] to his/her Retirement Savings Account [RSA], this ought to be clearly indicated in the schedule of Pension Contributions being paid. The Voluntary Contributions should not be lumped together with the normal Contributions.
- vii. **Penalty for staying in service beyond the date for retirement:** For every statutory retiree, it is unlawful to stay beyond the final exit date and continue

to enjoy salary and pension contributions. The implication is that clearance letter which would entitle the retiree to access the Retirement Savings Account [RSA] would not be issued until all such Monies are returned to the University's purse. This would result in delay in the processing of the retiree's benefit and commencement of receipt of monthly pension.

#### **7.7 NEED FOR STAFF TO ALWAYS UPDATE STAFF RECORDS**

As a matter of importance, it is necessary for every staff to update his/her Staff records whenever there are changes in his/her status, name, change of address, phone numbers, e-mail addresses, change/addition of spouse and addition of children etc.

It is advisable that this should be done at least once in three to five years [3-5 years] even if nothing has changed it should be updated to make it current.

#### **7.8 WHAT TO DO SO AS TO ENSURE THAT YOU DO NOT DEPRIVE YOURSELF OF YOUR RIGHTS**

- Ensure that you have opened a Retirement Savings Account (RSA).
- Confirm from your monthly payslip that your contributions are deducted and indicated in the deduction field of your payslip.
- Monitor the left lower part of your pay slip which shows total contributions to date. You are to ensure that your contributions are growing monthly with your chosen PFAs.
- Ensure that the name of the Pension Fund Administrator (PFA) you registered with is stated on the payslip.
- Ensure that your correct Personal Identity Number (PIN) is stated on your payslip.
- Ensure that you receive the hard copy of your Retirement Savings Account (RSA) Statement of Account from your Pension Fund Administrator (PFA).
- Request for a detailed Statement of Account and tick off, on a month-by-month basis, that your Retirement Savings Account (RSA) is fully credited with all your contributions.

Lodge complains with Lagos State Pension Commission (LASPEC) on any perceived omissions or overpayments. i.e., reconcile your account before your exit. When you exit before starting the process, it could delay the quick access to your benefits.

## **7.9 PROCESSING OF NOTICE OF RETIREMENT**

The processing of retirement benefit should commence at least six (6) months to the date of statutory retirement and immediately for voluntary retirement and resignation. All documents required for processing are to be put together with letter of retirement and acceptance of same. Letter of resignation and acceptance of same would be required as appropriate.

## **7.10 STEPS INVOLVED IN PROCESSING RETIREES' FINAL BENEFITS IN UNIVERSITY**

- i. A retired Staff member should first collect and sign the final clearance form. The completed form and Staff Identification Card will be submitted at the Staff Welfare Unit.
- ii. The completed clearance form and Staff Identification Card will then be forwarded to the Pension Unit
- iii. The brief of individual retiree (Employment History) will be written by the Pension Unit and forwarded to the Registrar.
- iv. The Registrar will treat and forward same to the Bursar for necessary action.
- v. The computation of financial implication will be forwarded to the Internal Audit Unit for verification.
- vi. The file will be forwarded to the Vice-Chancellor for approval of the computation of financial implication.
- vii. The Cash Office will be instructed to remit the final entitlement of individual retirees into their respective Retirement Saving Accounts.
- viii. The Pension Unit will then write a letter of introduction/clearance addressed to the retiree's Pension Fund Administrator informing them that the stated retiree should be paid
- ix. A letter will be forwarded to the Lagos State Pension Commission (LASPEC) stating that the retiree had been paid his/her final entitlement.
- x. After due verification, the Lagos State Pension Commission (LASPEC) will then instruct the Pension Fund Administrator to pay the retiree his/her final entitlement.

## **7.11 THE REQUIRED DOCUMENTS NEEDED FOR PROCESSING OF RETIREMENT BENEFITS UNDER THE NEW CONTRIBUTORY PENSION SCHEME**

- Copy of Notice of Retirement and Letter of Acceptance of retirement from the employer (certified true copy)

- A copy of all promotion letter (s) (certified true copy)
- A copy of debt clearance (s) (certified true copy)
- A copy of pay slip (anyone in the last six months before retirement)
- A copy of letter of appointment confirmation (certified true copy)
- Original copy of record of service (indicate ESTAB No.)
- A copy of Pension Fund Administrator (PFA) registration letter
- Letter of transfer of service (if applicable) certified true copy

Duly signed Lagos State Pension Commission [LASPEC PENSION FORM] to be sent with a covering letter by the employer.

## **7.12 CONDITIONS UNDER WHICH PENSION AND PAST SERVICE BENEFITS ARE ACCESSED**

The acid test and indeed the measure of the efficiency of the Contributory Pension Scheme (CPS) is its ability to pay without delay, the benefit due to the retiree which lies in the effective and efficient handling of the processes involved, leading to the payment of the lump sum (Past Service Benefit) and Monthly Pension.

- i. **Retirement Benefits:** The retirement benefit would be based on the Retirement Savings balance which is made up of Past Service Benefit prior to 1st April 2007 (Lagos State Pension Reform Law) and Monthly Pension Contributions of the employer and Staff including accrued interest.
- ii. **Retirement benefit to be exempted from tax:** In accordance with section (ii) of the Pension Reform Act 2014, any amount payable as a retirement benefit under this law shall not be taxable.

## **7.13 ACCESS TO RETIREMENT SAVINGS ACCOUNT (RSA)**

- i. A staff cannot access the Retirement Savings Account (RSA) until he/she attains the age of fifty (50) years. At age fifty (50) and above, the Retirement Savings Account (RSA) could be accessed for payment of retirement benefit by way of Programmed Withdrawal Module of the Pension Fund Administrator (PFA) or Annuity from a Licensed Life Insurance Company by Lagos State Pension Commission (LASPEC).
- ii. Where a staff resigns his/her employment and moves to another employment, he/she is entitled to his/her Past Service Benefit [if applicable] and the pension contributions in his/her Retirement Savings Account [RSA]. He/she is entitled to make withdrawals not exceeding 25% of the total amount credited to his/her

Retirement Savings Account if he/she is below 50 years and unable to secure employment within four (4) months of disengagement.

#### **7.14 PRE-RETIREMENT DOCUMENTATION**

In the current dispensation, there are two (2) Pre-retirement documentation requirements to be made.

1. Documentation to Lagos State Pension Commission (LASPEC); and
  2. Documentation to the Pension Fund Administrator (PFA) of the retiring staff who has the responsibility of paying his/her Lump Sum and his/her Programmed Withdrawal Benefit or forwarding Retirement Savings Account (RSA) balance funds to an Insurance Company of his/her choice for the provision of life annuity.
- a. **Documentation to Lagos State Pension Commission (LASPEC):** It is expected that a staff commences the process of his/her retirement six (6) months before his/her exit with a Notice of his/her impending retirement to his/her employer. The Lagos State Pension Commission (LASPEC) Form will be given to such a staff for completion if he is a staff of the State or Local Government or a tertiary institution.

Clearance letters will be obtained by him from the Cooperative, Housing, and other loan boards

His/her employer will forward to Lagos State Pension Commission (LASPEC) the following documents:

- i. completed Lagos State Pension Commission (LASPEC) Form on which the staff should indicate his/her establishment file number at the top right corner.
- ii. the staff's notice and acceptance of retirement.
- iii. copy of his/her letter of appointment and confirmation [i.e. certified true copies] (if not readily available, such staff is advised to write a letter to that effect).
- iv. two (2) passport photographs for his/her Bond Certificate. If he had served either at the State, Local Government, or both prior to joining the University and transferred such service, he/she will be required to submit 3 passport photographs as he/she will receive two (2) Bond Certificates.
- v. Certified true copies of his/her promotion letters (if readily available).
- vi. original copy of his/her record of service.

- vii. certified true copies of debt clearance letters from the relevant departments in the University.
- viii. Retirement Savings Account (RSA) welcome letter and detailed Retirement Savings Account (RSA) statement of account.
- ix. Copy of his/her Last Pay Slip.

***Please NOTE that only one copy [not 6] of the documents should be sent to the Commission (if the documents are received four (4) months before your retirement, it is certain that by the time you retire, all your accrued rights would have been credited into the Retirement Savings Account [RSA]).***

**(b) Documentation with the Pension Fund Administrator (PFA) include:**

- i. Duly signed letter informing Pension Fund Administrator (PFA) of retirement of the staff and requesting for payment of his/her retirement benefit.
- ii. Notice and Acceptance of Retirement.
- iii. Last Pay Slip of the retiring staff.
- iv. The staff's declaration of Age or Birth Certificate [where applicable]
- v. Letter of Confirmation of account details from the staff's bankers
- vi. Original copy of Retirement Bond Certificate

It is pertinent to NOTE that for now, Retirement Bond Certificates are not being issued to Parastatals. What is issued is a letter accompanied with the retiree's computation sheet showing the details of payment into his/her Retirement Savings Account (RSA).

The University will thereafter write to Lagos State Pension Commission (LASPEC) requesting that the Pension Unit forwards to the Pension Fund Administrators (PFA) the clearance letter. This is after confirmation has been given that such retiring Staff is not indebted to the institution.

#### **7.15 CHOICE OF METHOD OF RECEIVING PENSION PAYMENT**

- i. The retiree also should inform the Pension Fund Administrator (PFA) of the withdrawal option chosen (Annuity or Programmed Withdrawal). Whatever option the retiree chooses, certain forms must be collected, completed, and lodged with the Pension Fund Administrator (PFA), which include:
  - Retirement form
  - Bank Account form
  - Personal details form
  - Pensioner's Verification Form

- National Pension Commission Retiree Indemnity form (This is to confirm that the retiree is not receiving a pension from any other source. It is to be stamped at the High Court).
- ii. All forms collected must be well completed and submitted to the Pension Fund Administrator (PFA) for processing. The Pension Fund Administrator (PFA) then holds an exit discussion with the retiree to determine the amount payable.
  - iii. In furtherance to (i) and (ii) above, it should be noted that:
    - a. It is the retiree that determines the option under which he wants to receive his/her monthly pension. During the exit discussion with the retiree, the Lump sum (if applicable), and monthly Pension payable is agreed upon with the retiree after he would have confirmed which option, he wishes to use for his/her pension payment, Programmed Withdrawal module or Annuity.
    - b. The benefit payable is computed based on the final Retirement Savings Account [RSA] balance, Age, Gender, and final emolument of the retiree.
    - c. The Pension Fund Administrator [PFA] is not to coerce or force the retiree to buy its Programmed Withdrawal module as it is the right of the retiree to choose which product, he/she deems suitable for his/her needs. The retiree is also free to choose from the list of licensed insurance companies by Lagos State Pension's Board, the Insurance Company whose annuity products he/she wishes to buy and inform the Pension Fund Administrator [PFA] of his/her choice and details of such Insurance Company for the transfer of the RSA balance payment.

#### **7.16 STAFF BENEFITS UNDER DIFFERENT EXIT SITUATIONS**

- i. **Termination of Appointment:** A staff whose appointment is terminated will still be entitled to all benefits under the Contributory Pension Scheme (CPS).
- ii. **Missing Staff:** Where a staff is declared missing and is not found after seven (7) years, such a staff is presumed dead and the procedure for payment of death benefit applies.
- iii. **Retrenchment/Abolition of Office:** Retirement can occur, due to retrenchment or abolition/scrapping of office, and the incumbent Staff' services are no longer

required. The University Governing Council shall therefore be entitled to retire the affected Staff by paying the following entitlements:

- i. Three (3) months' salary in lieu of Notice
- ii. Past Service Benefit (where applicable)
- iii. Pension –Employer/Staff Contribution

The staff should also notify his/her Pension Fund Administrator (PFA) as soon as possible of his/her intended date of retirement or resignation. A notice of at least three (3) months is recommended as suitable for statutory retirement and immediately for voluntary retirement, resignation, compulsory retirement, or retrenchment.

A staff should also ensure that all Pension Contributions deductions reflect in his/her current Retirement Savings Account [RSA] statement. Any contributions not reflected should be reconciled with the Pension Fund Administrator [PFA] and his/her employer.

v. **Retirement Based on ill-health (section 16[i]) of Pension Reform Act (PRA 2014):** A Staff who is Physically or Mentally incapacitated or permanently disabled may on certification by a Medical Board, retire even when he/she is below fifty (50) years after providing the required documentation as provided in the regulations.

vi. **Death:** Where a staff dies in service, the registered beneficiary or his/her designated survivor(s) will be entitled to the Pension and Past Service Benefits [where applicable] upon provision of the following:

1. Satisfactory means of identification of the Next-of-Kin, which may be any of the following: Current Driver's License, International Traveling Passport, National Identity Card, Lagos State Residency Registration Agency (LASRRA) Card or letter of confirmation of identity from your bank.
2. Letter of Administration or Will admitted to Probate.
3. Two [2] passport photographs of the deceased.
4. copy of the letter of the first appointment of the deceased.
5. declaration of age/birth certificate of the deceased.
6. copy of the last pay slip within the year of demise.
  
7. copy of pay slip as of 31<sup>st</sup> May, 2007 (end of old Pension Scheme).



8. A letter from the University introducing the next of kin to the Pension Fund Administrator [PFA].

9. One [1] passport photograph of the beneficiaries.

In addition to the above, the Next of Kin would be required to supply [if they have not been supplied before] the following:

- Certificate of Death/Cause of Death
- Certificate of Registration of Death
- Police Report (by National Population Commission (NPC) where applicable)
- Burial Warrant issued by a Local Government Council
- Evidence of Death/Burial issued by an Islamic Community [where applicable]
- Head or Judge of a Sharia court (where applicable)
- Evidence of Death/Burial issued by a Leader of a registered Church (where applicable)
- Copy of obituary poster (if any)

This is essential to hasten the process of payment of the deceased benefits through the National Pension Commission (PENCOM).

The beneficiary or beneficiaries are to access the total amount in the Retired Savings Account (RSA) upon production of a Will or Letter of Administration. The PFA provides the requisite forms for completion which are submitted with necessary documentation as required. After submission and verification of the documents received by the PFA, approval is sought and obtained from the National Pension Commission (PENCOM) through Lagos State Pension Board [LASPEB]. The total Retirement Savings Account (RSA) balance is then paid to the Estate of the deceased en-bloc and the Retirement Savings Account (RSA) closed.

Where a staff dies in active service, he is entitled to a Mandatory Group Life Insurance Policy claim which was maintained by the employer in favour of the deceased staff for a minimum of three (3) times [i.e., 300%] the staff annual total emoluments. The deceased is also entitled to 20% of benefits from his/her employer. Thus, the minimum benefit due in event of death of a staff is 320% of his/her total annual emoluments. However, where the Employer refuses to pay the designated Annual Premium to the licensed Lagos State Insurance Company, such employer will be liable to pay all the 320% Group Life Insurance benefit accruing to the deceased to his/her dependents/estate.

#### **7.17 GROUP LIFE ASSURANCE FOR STAFF**

The Pension Act of 2004 made it compulsory for all employers of Labour to have a Group Life Assurance Policy for their Staff. The Group Life Assurance Policy provides **Death In Service Benefit** to the staff. The **Death In Service Benefit** is three (3) times the total annual emolument.

Again, the National Pension Commission [**PENCOM**] in section 4(5) of Pension Reform Act [PRA] of July 2014 further stipulates that **“Public Service of the Federation and State that have implemented the Contributory Pension Scheme, the employer shall maintain a group life policy in favour of a staff for a minimum of three times [300%] annual emolument of the staff, plus 20% of the annual emolument which is also payable by the employer”** (University)

Therefore, the total benefit of Group Life Insurance amounts to 320% of the deceased Staff annual emolument due to his/her dependents/estate.

#### **7.18 GROUP PERSONAL ACCIDENT**

This provision provides benefit payment of a predetermined sum to an insured staff because of an accident, temporary disability, total or permanent disability, medical and surgical expenses.

#### **7.19 CLEARANCE FROM LASPEC**

This is issued by the Lagos State Pension Board to the Pension Fund Administrator (PFA) of a retiree or exited Staff, to indicate that the retiree is not owed any Pension Contributions or Past Service benefits by the University and that the retiree does not owe the state.

However, if monies are being owed, the debt must be resolved before a clearance letter can be issued. The clearance letter is issued directly to the Pension Fund Administrator (PFA) and not to retirees.

#### **7.20 VESTING OF PENSIONS**

Pension and Past Service Benefit award under these Regulations shall not be assignable or transferable except for purpose of satisfying a debt due to the University, an authority, or an institution declared as Public Service. However, where a staff is dismissed from service, such dismissal will result in the forfeiture of his/her employer's contributions.

#### **7.21 LEAVE WITHOUT PAY AS IT RELATES TO PENSIONS COMPUTATION**

No period during which a staff shall have been absent from duty on leave without pay shall be considered in computing his/her Pension and Past Service Benefit under these regulations unless the leave is for the purpose of pursuing an approved Study Leave with pay or to undertake employment in an approved public service, other Universities, Institutions or Organization whether in Nigeria or abroad as may have been approved by the University.

**7.22 TEMPORARY APPOINTMENT FOLLOWED BY A PERMANENT APPOINTMENT**

Where a staff holding a temporary or contract appointment is appointed to a permanent establishment, the period during which he/she was on such an appointment will count in full. Provided if the Staff had received any of the extra pay, he may have to refund them to benefit from the provisions of these Regulations.

**7.23 PENSION ABILITY OF STUDY LEAVE WITHOUT PAY FOR STAFF**

Any period exceeding the approved duration of programme as stipulated in the Conditions of Service shall not count towards computation of his/her final benefits.

## **CHAPTER EIGHT**

### **HEALTH SERVICES**

#### **8.0**

#### **8.1 MEDICAL CARE AND ELIGIBILITY**

- i. As contained in the letter of appointment, a member of Staff is entitled to free medical care whilst in Nigeria. The free medical facility shall be extended to the immediate family of the Staff concerned (i.e., the spouse and four biological/adopted children). However, it shall be the duty of every member of Staff to take due care to ensure the good health of himself and his/her family.
- ii. A staff, his/her spouse and four biological/adopted children are entitled to free medical care, first within the University Health Centre, and on referral, at any of the Lagos State General Hospitals and/or University Teaching Hospital. However, access to free medical care is predicated on full registration by the staff and his/her dependents at the University Health Centre.

#### **8.2 CONDITIONS FOR MEDICAL SERVICES**

- i. All members of Staff shall be enrolled in **ILERA-EKO** Standard Plus Social Health Insurance Plan of the Lagos State Government in line with the Lagos State Health Scheme Law 2015.
- ii. Where the treatment or diagnosis is available in Nigeria but not covered by health insurance, the university shall bear the full cost.

#### **8.3 OVERSEAS TREATMENT**

- i. A member of Staff or a member of his/her family shall be entitled to medical treatment abroad on either of the following grounds:
  - a. that appropriate diagnosis/treatment is not available in the country.
  - b. that illness occurs while abroad on university approved trip such as Attendance of Conference, Study/Training Leave, Sabbatical etc.
- ii. Consequent upon (i) above, all University Staff going abroad on approved trips (other than conference trips) are advised to take medical insurance policy where such policy exists. The University will reimburse the cost of the premium paid for an amount not exceeding the determined two thousand US dollars (\$2,000) and the limit shall be determined by the Governing Council from time to time.

#### **8.4 PROCEDURE FOR APPROVING OVERSEAS TREATMENT**

Before approval could be granted for an overseas treatment for any Staff, the following conditions must be satisfied:

- a. Recommendation must be made by appropriate specialist from a Teaching or a Specialist Hospital through the Director of Health Services of the University and considered by the Medical Board of the University.
- b. In making recommendation as stated in (a) above, there must be evidence that suitable arrangements had been made with appropriate external (overseas) institution (s) for the care of the patient by the specialist from the Teaching Hospital, and confirmed by the Director of Health Services.
- c. All recommendations shall be forwarded through the Director of Health Services to the Vice-Chancellor for executive approval, subject to ratification by the Governing Council.

#### **8.5 APPROVED ENTITLEMENT FOR OVERSEAS TREATMENT**

Where a staff goes abroad for treatment on medical advice given on the grounds that the appropriate diagnosis/treatment is not available in Nigeria, medical expenses shall be met by the University including the cost of maintenance in the hospital as follows:

- a. Transportation of patient to and from the country where the diagnosis/treatment is rendered.
- b. Transportation of medical personnel/escort where indicated by the patient's condition and so recommended by the Medical Board/Committee of the University.
- c. EITHER hospital bills including all forms of prescribed treatment, investigation processes, meals for in-patients OR cost of prescribed out-patient treatment, drugs, and investigations.
- d. **Estacode** allowance at the appropriate rate to care for hotel accommodation, feeding, local transportation and other incidental expenses.

#### **8.6 MANDATORY ANNUAL EYE TEST FOR UNIVERSITY STAFF**

All Staff of the University shall be obliged to undergo an annual eye test at the expense of the University. Where a University Staff, because of the eye test, is found to require spectacles for the official duties, only the prescribed lenses shall be procured by the University.

## CHAPTER NINE

### 9.0 COPYRIGHT, INVENTIONS AND LETTERS OF PATENT AND CONSULTANCY SERVICES

#### 9.1 COPYRIGHT

- a) The manuscript and final texts of all original and creative works done by a member of Staff, where fully funded by the University, shall be deposited with the University Library.
- b) The copyright in any work done by a member of Staff funded by the University in the course of his/her employment shall be vested in the University. The University shall be entitled to ownership of the Intellectual Property (IP) without the Staff's further consent of concurrence:
  - i. To reproduce or authorize others to reproduce by any means, the creative works, if necessary.
  - ii. To transfer copyright.
  - iii. To share the proceeds of such work would be on terms agreeable to both parties.

#### 9.2 INVENTIONS AND LETTERS OF PATENT

- i. All rights on inventions and patent are vested in the University provided such projects were funded by the University.
- ii. If the University wishes to assign or otherwise dispose of the right to apply for Letters of patent, it will do so in consultation with the inventor.
- iii. If the University and its assignees or nominees decide not to apply for Letters of patent, the Staff may deal with the invention as he deems fit but may be required to grant the right to use the product for further academic purpose to the University.

#### 9.3 CONSULTANCY

Efforts shall be made to propagate the capability and potentials of the University to handle consultancy work.

## CHAPTER TEN

### 10.0 PROVISIONS OF THE STAFF COMPENSATION ACT

#### 10.1 INTRODUCTION

It is not uncommon for workers and Staff to suffer work related injuries which have rendered some incapacitated without any form of compensation to ease their ordeal. The Staff Compensation Act 2010 makes provisions to compensate Staff for loss suffered following industrial and other work-related mishaps.

##### 10.1.1 STAFF'S COMPENSATION

For Staff who suffer work related injuries which have rendered some incapacitated without any form of compensation to erase their ordeal, the provisions of the Staff Compensation Act 2010 shall apply. This Act makes provision for Compensation to Staff for loss suffered following Industrial and other work-related mishap. The basic provisions of this Act are as explained in Chapter Nine of these regulations.

**10.1.2** The Staff Compensation Act 2010 is a social security/welfare scheme that provides comprehensive compensation to Staff who suffer from occupational disease or sustain injuries arising from accidents at workplace or in the course of employment. The basis or justification for compensation is the employer's (i.e., the University's) duty of care.

**10.1.3** The idea of compensation under this Act suggests that someone (i.e., the staff) has suffered a wrong for which he has to be compensated monetarily by his/her employer. This implies that another person (i.e., the employer) has a duty to prevent the occurrence of the wrong suffered by the staff.

**10.1.4** The Act focuses on the Employment Injuries Compensation Scheme established under the Staff's Compensation Act, 2010. It examines the Scheme within the context of its objective, work force covered, financing, compensable injuries and compensation, administration of the Act and the extent to which the Scheme is in tandem with international labour standards.

**10.1.5** Payment of compensation by the employer to the staff is rooted in the accepted principle that the employer has a duty of care, a duty to protect the health, welfare, and safety of workers at work. Where the worker sustains injuries, get sick, becomes disabled or dies in work-related circumstances, the employer is liable to pay compensation to the worker or his/her dependent in the event of death. The foregoing forms the underlying philosophy behind the enactment of the Staff Compensation Act 2010.

## **10.2 KEY PROVISIONS OF THE ACT**

### **10.2.1 Definition of a “staff” and coverage of the Act**

The Act defines a “staff” as “a person employed by an employer under oral or written contract of employment whether on a continuous, part-time, temporary, apprenticeship or casual basis and includes a domestic servant who is not a member of the family of the employer, including any person employed in the Federal, State and Local Governments, and any of the government agencies and in the formal and informal sectors of the economy.” The provisions of the Act are, therefore, applicable to all employers and Staff in the public and private sectors of the economy, except members of the armed forces of the Federal Republic of Nigeria. It provides for compensation of Staff (or their dependants) in respect of incidents such as death, injury or diseases that may arise out of, or during, their employment.

Establishment of the Nigeria Social Insurance Trust Fund Management Board (“the Board”) and the Staff’s Compensation Fund (“the Fund”)

The Act saddles the Board with the responsibility of coordinating and implementing the provisions of the Act, managing the Fund and compensating Staff (or their dependants) out of the Fund, in the event of injury, disability or death. The Fund is to be financed with a take-off grant from the Federal Government and through mandatory contributions by employers, gifts and grants from national and international organizations, and proceeds derived from investment by the Board.

### **10.2.2 Contribution to the Fund**

Every employer (in this case, the University) is required to keep complete and accurate particulars of its payroll. The employer is required, within the first two years of commencement of the Act, to make a minimum monthly contribution of 1.0 percent (1%) of its total monthly payroll into the Fund.

However, the Board may, by regulations, determine the actual contribution or rate of contribution to be made by each employer, which will vary based on the categorization of the risk factors of the class or sub-class of industry to which the employer belongs. The Act also provides that the Board shall assess employers, in the first instance, based upon estimates of their payroll for the year or as determined by the Board. The payment of the said assessment shall be due on 1st January in the



year for which it relates. The Board may also approve payment of the contribution in installments.

Where an employer is not assessed by the Board, the employer shall be liable for the amount for which it should have been assessed, or as much as the Board considers reasonable, and payment of that amount may be enforced as if the employer had been assessed for that amount. The payments made by each employer are to be credited to each employer's "experience account" (EA), maintained by the Board. The EA will indicate the assessments levied on the employer and the cost of all claims chargeable in respect of the employer.

A staff is not permitted to agree with his/her employer to waive or forgo any benefit or right to compensation to which he or his/her dependents is, or are or may become entitled to, under the Act. Any agreement in respect of such waiver shall be void and unenforceable.

### **10.2.3 Injuries Occurring Outside the Normal Workplace**

Section 11 of the Act provides for compensation of Staff for occupational diseases and injuries sustained outside the normal workplace if the:

- i. nature of the business of the employer extends beyond the usual workplace.
- ii. or nature of the employment is such that the staff is required to work both in and out of the workplace
- iii. staff has the authority and/or permission of the employer to work outside normal workplace.

### **10.2.4 Assessment in an Independent Contractor/Subcontractor Relationship**

Where any person or organization employs an independent contractor, or performs a work under a subcontract, the person, the independent contractor, principal contractor, and subcontractor will be jointly and severally liable for any assessments relating to that work. The principal contractor may therefore withhold an amount from any money payable to the agent or subcontractor, to make payments to the Board. Such amount paid to the Board will be deemed to be a payment on the contract or subcontract.

### **10.2.5 Payment of Compensation to Staff**

The Act provides for payment of compensation to Staff suffering from mental stress, occupational diseases, and injuries; and to dependents of a deceased staff whose death is due to an occupational injury.

The Board is also empowered to provide health care and disability support to Staff, in addition to the compensation payable to them. To qualify for payment, a staff, or his/her dependents (in the case of the staff's death) is required to inform the employer by providing necessary information to the appropriate representative of his/her employer within fourteen (14) days of the occurrence of the event or receipt of information of its occurrence.

The staff (or his/her dependents) is also required to file an application for compensation in the prescribed form within one (1) year after the date of occurrence of the event. No compensation shall be payable if the application is not filed within one (1) year after the death, injury, or disability, except where the Board is satisfied that there existed special circumstances which precluded the filing of an application within one year after the event occurred.

In that event, payment would be made if the application is filed within three years of the occurrence of the event. However, payment shall not be made in respect of any application filed beyond this date except:

- i. sufficient medical or scientific evidence was not available on those dates for the Board to recognize the disease as an occupational disease and this evidence became available later; and
- ii. the application is re-filed.

#### **10.2.6 Rights to Examine the Books of an Employer**

Any person authorized by the Board may examine the books and accounts of any employer as the Board deems necessary, for administering the Act. Persons authorized by the Board are also empowered to enter, at all reasonable hours, any part of the establishment of any employer or person who may be an employer.

An employer is required to produce, within thirty (30) days of receiving notice from the Board, and in the manner set out in the notice, all documents, deeds, papers, and computer records which are in the possession, custody or power of the employer that relates to the subject-matter of the examination.

The employer, on the other hand, is required to report to the Board and the nearest office of the National Council for Occupational Safety and Health (NCOSH) in the State, any employment-related injury or disease, or any claims for these by a staff, within seven (7) days of the occurrence, or of receiving information about the occurrence. The notification is to enable the Board to verify if the injury or disease

for which a claim for compensation is raised has been reported to the NCOSH's office in the State prior to the settlement of such claim.

#### **10.2.7 Rights of Appeal by Employers**

Any person aggrieved by any decision of the Board may appeal to the Board for a review of the decision. The appeal shall be made in writing within One Hundred and Eighty (180) days of receipt of the Board's decision. Further appeal shall be to the National Industrial Court.

#### **10.2.8 Penalties for Non-Compliance**

Penalties for non-compliance under the Act include:

- i. Where an employer fails to make the required payroll information available to the Board, the employer may be liable to pay the provisional/best of judgement assessment levied by the Board, and a penalty, calculated as a percentage of the assessment to be determined by the Board. In addition, the employer (if an individual) or its directors (if a company) may be liable to imprisonment for a term not exceeding one (1) year or a fine of not less than ₦1,000,000 (₦1 million in the case of a body corporate) or both, upon conviction.
- ii. An employer is precluded from deducting, either directly or indirectly, any payments made to the Board from the remuneration payable to its Staff. Contravention of this requirement by an employer attracts, upon conviction, a fine of not less than ₦1,000,000 (₦1million in the case of a corporate employer), and repayment of any amount deducted from the relevant staff.
- iii. The penalty for non-payment of an assessment, or non-provision of a security against an assessment required by the Board, is 10% of the unpaid assessment or the value of the security required.

**10.3. In the event of death or permanent disability of any University Staff the provisions of the Staff Compensation Act shall apply.**