

**UNIVERSITY OF PORTHARCOURT
PORT HARCOURT, NIGERIA**



**HANDBOOK OF
ADMINISTRATIVE
PROCEDURES**

**Ratified during the Stakeholders' Meeting of Monday 16th October 2023 at
the CBN Centre of Excellence Auditorium, University Park**

TABLE OF CONTENT

CORPORATE PROFILE OF THE UNIVERSITY OF PORT HARCOURT

VISION

The University of Port Harcourt envisions to be among the best entrepreneurial Universities in the world renowned for its teaching, research, innovation, creativity, productivity, scholarship and entrepreneurship.

PHILOSOPHY

The University of Port Harcourt is committed to academic freedom, ethics and integrity, tolerance, probity, equal opportunity, producing competent graduates and respect for cultural diversity.

MISSION STATEMENT

The Mission of the University of Port Harcourt is the pursuit of academic excellence, the advancement of knowledge and services through quality teaching, lifelong learning, social inclusion, strengthening of civil society and policy relevant research that address the challenges of contemporary society.

GOALS AND OBJECTIVES

GOAL 1: UNIVERSITY GOVERNANCE/FINANCIAL MANAGEMENT

- Objective 1: Every unit of the University should be structured to be cost effective and efficient, and generate revenue e.g. 10% annual improvement
- Objective 2: Broaden the funding sources for the University.
- Objective 3: Computerization of the accounting system of the University
- Objective 4: The skill set of people in the University leadership should meet global best practice.
- Objective 5: Adherence to procurement guidelines

GOAL 2: EXCELLENCE IN TEACHING, TRAINING AND RESEARCH

- Objective 1: Improvement in the quality of teaching, research and Learning
- Objective 2: Improvement in the international outlook of the University
- Objective 3: Upgrade of existing library and information technology services in the University
- Objective 4: Making the University a Centre of excellence for Niger Delta Studies, Sports, Arts, Petroleum Engineering and Geosciences
- Objective 5: Engage in internationally recognized and locally relevancy research, perfect creativity, innovation, patent, publish and develop products for commercialization and entrepreneurship.

GOAL 3: UPGRADING OF INFRASTRUCTURE AND UTILITY SERVICES

- Objective 1: Improvement of the road network and access to all units.
 - Objective 2: Water supply for a projected population of 100,000 by 2025
 - Objective 3: Provision of uninterrupted power supply using a multi-prong approach including gas, biomass, solar.
 - Objective 4: Strengthening and upgrade of safety, waste management and general environmental beautification (including aesthetics, painting/building designs)
 - Objective 5: Provision of suitable buildings to accommodate all academic Units.
 - Objective 6: Improvement of health care and recreational facilities.
 - Objective 7: Expansion of student and staff accommodation using various partnership options
 - Objective 8: Provision of modern ICT infrastructure
 - Objective 9: Provision of adequate resources and logistics to enable units of the university to fulfill their roles.
- GOAL 4: STRENGTHENING THE ENGAGEMENT OF THE UNIVERSITY WITH STAKEHOLDERS**
- Objective 1: Building enabling environment and encourage partnership with stakeholders.
 - Objective 2: Increasing participation of stakeholders in decision making
 - Objective 3: Marketing our services and solicit the services of stakeholders and partners through the Technology Park, Art Village, Green Park.
 - Objective 4: Engaging national and international standards organizations for ISO Certification of the University of Port Harcourt
 - Objective 5: Encouraging the Alumni Association by developing programmes that promote effective networking amongst its members in Nigeria and Diaspora

HISTORY

The University of Port Harcourt started as a College of the University of Lagos in 1975 and became a University in 1979 under decree 34 of 28 September, 1979.

The Decree establishing the University of Port Harcourt provided for the following objectives:

- a. to encourage the advancement of learning and to hold out to all persons without distinction of RACE, CREED, SEX, or POLITICAL CONVICTION the opportunity of acquiring a higher and liberal education**
- b. to provided courses of instruction and other facilities for the pursuit of learning in all its branches, and to make those facilities available on proper terms to such persons as are equipped to benefit from them.**
- c. to encourage and promote scholarship and conduct research in all fields of learning and human endeavour**
- d. to relate its activities to the social cultural and economic needs of the of Nigeria; and**
- e. To undertake any other activities appropriate for a University of the highest standard.**

Additionally, the Statement of Academic Policies as reviewed in 2002 indicates the academic objective of the University which are:

To contribute to national development, self-reliance and unity through the advancement and propagation of knowledge and to use such knowledge for service to the community and to humanity.

Accordingly, Academic programmes are provided with the main objective of producing persons who are intellectually well grounded in their disciplines of study.

The University therefore, has the obligation to ensure that persons who are well grounded in their relevant disciplines are awarded certificates diplomas, first and higher degrees.

Under the same Decree, section 2, sub-section 1, stipulates that the University shall consist of:

- a. a Chancellor
- b. a Pro-Chancellor and a Council
- c. a Vice-Chancellor and a Senate
- d. a body to be called Congregation
- e. a body to be called Convocation
- f. the campuses and Colleges of the University
- g. the Faculties, Schools, Institutes and other teaching and research units of the University
- h. the persons holding the offices constitutes by schedule 1 to this Decree other than those mentioned in paragraph (a) to (c) above

- i. all graduates and undergraduates and**
- j. all other persons who are members of the University in accordance with the provision made by state in that behalf.**

The University gained full autonomous status in 1977 on the premises of an emergent Trade School outside Choba Community as its temporary site, close to its future Permanent Site - the University Park

Unique UNIPORT, as the Institution is popularly known by its many graduates was accredited by the National Universities Commission (NUC), on a Campus status with academic, residential, social and cultural facilities to support a growing Community of Scholars.

A five-star Teaching Hospital which has been completed now serves as a "laboratory" for the University's top-rated College of Health Sciences.

LOCATION

The University which offers the best in conventional liberal, equal-opportunity education in the arts, engineering, social sciences and science, is located at Choba about 15 kilometers, northwest of the central business district of Port Harcourt City, Nigeria's second largest seaport and the hub of Petroleum and Gas industry.

It is accessible by major airlines via the Port Harcourt International Airport located at Omagwa about half an hour drive from the city. It can also be accessed from the Warri axis by road.

LEADERSHIP

The University has been lucky to have very visionary and dynamic Vice-Chancellors since its inception, each of whom took the Institution to a higher level of infrastructural and academic development. The Federal Government has, so far, appointed eight (8) substantive Vice Chancellors since the inception of the University in 1975 as follows

1. Professor Donald Ekong (Late) 1975-82
2. Professor Sylvanus J.S. Cookey 1982-88
3. Professor Kelsey A. Harrison 1989-1991
4. Professor Theo Vincent 1996-2000
5. Professor Nimi D. Briggs 2000-2005

6. Professor Don M. Baridam 2005-2010
7. Professor Joseph A. Ajenka 2010-2015
8. Professor Ndowa Lale 2015-2020
9. Professor Owunari Abraham Georgewill 2021 -

Principal Officers of the University

- i. Vice-Chancellor
- ii. Deputy Vice Chancellors (Administration, Academic & Research and Development)

iii. Registrar

iii. University Librarian

iv. Bursar

THE REGISTRY

The Registry is headed by the Registrar who is the Chief Administrative Officer of the University. It is made up of men and women who deal with specialized duties as it affects all the personnel of the University.

Under schedule 1, section 2 (2)-5(1), the decree stipulates that:

i. There shall be a Registrar, who shall be the Chief Administrative Officer of the University and shall be responsible to the Vice- Chancellor for the day- to-day administrative work of the University.

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

The Registrar, as the Chief Administrative Officer of the University, provides services to enable the University perform its tripartite function of teaching, research and community service. He/She ensures correct and proper implementation of policy decisions in the University. The Registry, therefore, represents the necessary bureaucracy for the coordination of activities in the University.

From the foregoing, it follows that the Registry Department has the Registrar, as the Chief Administrative head. The Department operates to achieve the primary aim of establishing the University. It could be regarded as the "heart and soul", or "engine house" of the University, without which, the University cannot function. The law establishing the University of Port Harcourt defines its component units. It is the Registrar and his/her staff that make these component units, by providing administrative inputs so that the Council, Senate, Congregation, Convocation, Colleges, Faculties, Departments, Institutes, Research Units, etc, are properly managed. In other words, it is the Registry Department that is the custodian and interpreter of the rules, regulations and policies of the University. It is in this respect that Staff of the Registry Department become very important and indispensable in the smooth running of the University. Based on the above, The Registry automatically becomes the engine house of the University.

SUMMARY OF REGISTRY FUNCTIONS

1. Formation of policies and regulations
2. Interpretation of rules
3. Provision of guidance to teaching staff on policy matters
4. Processing of Students' admission
5. Registration of students
6. Generation of students' data
7. Records of students' performances
8. Management of staff
9. Management of students outside the classrooms
10. Management of staff, Visitors' welfare
11. Outside bodies, Governing Council etc.

FIG I: THE ORGANISATIONAL/MANAGEMENT STRUCTURE OF THE REGISTRY UNIVERSITY OF PORT HARCOURT, PORT HARCOURT.

VICE-CHANCELLOR

REGISTRAR & SECRETARY

WORKING UNITS UNDER THE REGISTRAR

COUNCIL & GENERAL ADMIN DIVISION

ESTABLISHMENT DIVISION

COLLEGE & FACULTIES

STUDENT AFFAIRS

PERSONNEL ACADEMIC

PHYSICAL DEVELOPMENT ADMINISTRATION

COUNCIL & GPC LEGAL MATTERS & PUBLIC

PERSONNEL SPATS

PERSONNEL JUNIOR STAFF

STAFF RECORD & STATISTIC

PENSIONS & WELFARE

STAFF TRAINING & DEV UNIT

LAGOS OFFICE
ABUJA OFFICE
COUNCIL WELFARE ADMINISTRATION
GENERAL ADMINISTRATION
COMMITTEES
FACULTY LIAISONS & CENTRAL ACADEMIC
ACADEMIC DIVISION
ADMISSION
EXAMS & RECORDS
STUDENT RECORDS
UNDERGRADUATE ADMISSION COMMITTEE OF PROVOST & DEANS
ACADEMIC TRANSCRIPTS
EXAMINATION ADMINISTRATION
VERIFICATION OF RECORDS
SUCCESS LETTERS
SCHOLARSHIPS/ BURSARY
GRADUATE PROGRAMMES
SENATE MEETINGS ACADEMIC CEREMONIES
SELF ACCOUNTING UNIT
CCE
SSLT
PHND
CERTIFICATE PROGRAMMES

DIVISIONS WITHIN THE REGISTRY

There are Four (4) major divisions within the Registry namely, Academic, Establishment/Personnel Affairs, Council & General Administrative Division and Student Affairs.

1. THE ACADEMIC DIVISION

The Academic Division is headed by Academic Officer, who is to assist the Registrar and Secretary to Senate in all Senate and academic matters.

DUTIES OF SCHEDULE OFFICER IN ACADEMIC DIVISION

1. ACADEMIC OFFICER

- a. Administrative and Secretarial duties relating to meetings and functions of Senate.
- b. Developing the minutes of Senate and ensuring the accuracy of Senate Decisions.
- c. Conveying the decisions of Senate.
- d. Maintaining, updating and indexing of Senate minutes, decisions and records.
- e. Collating and drafting and up-dating relevant Senate Academic rules and regulations relating to Academic Programmes in the respective Faculties and Units of the University.
- f. Up-dating and production of University Calendar and Prospectus and review of the Statement of Academic Policies.
- g. Preparation of the Diary (Almanac).
- h. Attendance at Meetings of Academic Ceremonies, and Ad Hoc Committees.
- i. Co-ordination of activities relating to Matriculation arrangements and academic ceremonies. Custody and sale of inaugural lectures.
- j. Procurement, scripting and issue of certificates
- k. Such duties as may be assigned from time to time by the Registrar.

The Academic Division comprises three main sections namely, the Senate office, the Exams and Records Unit as well as the Admissions Unit. Please see figure I&II for the organisational structure of the Academic Division.

(A) SENATE

Membership of the Senate is made up of:

Vice-Chancellor as Chairman

Deputy Vice-Chancellor (Administration)

Deputy Vice-Chancellor (Academic)

Deputy Vice-Chancellor (Research and Development)

University Librarian Provosts of Colleges

Deans of Faculties

Directors of Academic Units

Heads and Acting Heads of Department excluding Coordinators (coordinators are teaching staff below the rank of Senior Lecturer appointed by the Vice-Chancellor to

oversee the Department)
All Professors
Representatives of Colleges and Faculties
Registrar as Secretary

FUNCTIONS OF THE SENATE

Senate receives proposals from Colleges/Faculties/Departments on Academic Programmes, deliberates on them and comes up with policies on the composition of courses; how the courses should be taught; how examinations should be conducted; and who qualifies to be awarded a certificate, diploma or degree. The Senate also handles students' welfare, governance and discipline. Senate, therefore, through its Committees, participate at all levels of decision-making in the University.

Senate considers recommendations from the College and Faculty Boards on students' requests for temporary withdrawal from studies, applications to write missed examinations as first attempt and resumption of studies, respectively.

In Summary the duties of the Senate include:

Making of rules and regulations guiding the Academic programmes and other matters affecting the students (welfare, discipline etc).

Awarding of degrees/withdrawal of degrees.

Issuing of degree certificates.

Communicating decisions of Senate to the affected parties.

Committees of Senate are:

1) Committee of Provosts and Deans:

This Committee is made up of the Vice-Chancellor as Chairman, Deputy Vice-Chancellor (Administration) Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Research and Development), Provosts and Deans and the Registrar.

Its main function is to act on behalf of Senate in matters relating to:

- a. Sub-degree and undergraduates Admissions
- b. Deferment of Admissions
- c. Change of Programmes (Inter and Intra-Faculty Transfers)
- d. Transfer of Students from other Universities (Inter-University Transfer)
- e. Any other matter referred to it by Senate

2) Student Welfare Committee

The Committee advises Senate on students' welfare and discipline.

3) Senate Committee on Academic Programmes and Policies (SCAPP)

The Committee studies proposals on Academic Programmes and Policies and makes recommendations to Senate.

4) Certificate Verification Committee (CVC)

This is a Committee of Senate charged with the responsibility of verifying students' entry credentials. In recent years, this Committee had helped to sanitize the University in that

regard.

5) Appeals Committee on Certificate Verification (ACCV)

This Committee is set up by Senate to consider cases of candidates who are not satisfied with the Report of the Certificate Verification Committee on them.

6) Professional Ethics Committee

The Committee is charged with the following responsibilities

- i. To create awareness amongst staff existence of this Committee and its mandate and students on the
- ii. To investigate all reported cases of unethical conducts by staff and students To check unethical practices amongst staff and students
- iv. To submit Reports to Senate through the Vice Chancellor.

7) Degree Results Verification Committee (DRVC)

This Committee assists to scrutinize the Degree Results from the various Departments before final presentation to Senate for consideration and approval.

N.B: In all these committees, Senior Registry Staff represent the Registry as members and secretaries.

(B) THE EXAMINATIONS AND RECORDS UNIT

The Examinations and Records Office is the custodian of all records of students, except those of post-graduate programmes. The office receives records of fresh students who have completed their registration and monitors the use of their matriculation numbers after such numbers have been assigned to them.

The Office also updates students' records relating to change of programmes, implementation of Senate's decisions on de-registration of students, suspension and expulsion of students. The office is responsible for the issuance of Success Letter to successful students, pending issuance of certificates as well as Academic Transcripts. The office, above all, ensures that only duly admitted and registered students whose entry qualifications have been verified are issued the documents stated above. The unit which is in custody of all the student data compiles student's statistics for planning purpose.

Another function of the unit is the co-ordination of Scholarship and Bursary Award Schemes by different Governments and Organizations as they affect students of the University. The Examination Unit of this section, although recently activated, monitors the conduct and release of examination results by the various Colleges, Faculties and Departments.

In summary the duties of the Examination and Records Unit are:

Issuance of Success Letters

Issuance of Academic Transcripts Verification of Academic Transcripts

Examination matters

(C) ADMISSIONS UNIT

The Admissions Unit takes charge of all admission matters at the undergraduate level. The office documents, processes and co-ordinates applications for admission into the various programmes especially admissions through Joint Admissions and Matriculation Board and the University's one year Pre-Degree Programmes. It also handles requests for Inter/Intra-Faculty Transfer, Inter-University Transfer and Deferment of Admission.

The Admission Officer serves as Secretary to the Committee of Provosts and Deans and ensures that decisions reached at meetings of the Committee are communicated to the affected Offices and Departments/Units. In order to ensure that only admitted and qualified candidates are registered into the various programmes, the Admissions Office clears all candidates before such persons can proceed to the Colleges/Faculties/Institutes for registration.

RELATIONSHIP OF THE ACADEMIC DIVISION WITH THE COLLEGES/FACULTIES

Registration of Students

(a) Fresh Students

The registration of students begins with the clearance process by the Admissions Office. The office confirms that the candidate is duly admitted by the University and has the entry requirements and subsequently clears the qualified candidate. The duly admitted and cleared candidates, then pay school charges, complete the necessary forms and proceed to the College/Faculty to be registered by the College Secretary/Faculty Officer.

Upon completion of registration of the candidates in the College/Faculty, the College Secretary/Faculty Officer forwards the list and Personal Files to the Academic Officer for confirmation of their admission and registration statuses.

On receipt of the matriculation numbers and register from the Director ICTC, the Academic Officer forwards the matriculation numbers to the College Secretary/Faculty Officers for confirmation.

The College Secretary/Faculty Officer equally forwards copies of the matriculation number lists to the respective Heads/Acting Heads of Department of the students. The matriculation registers of the Part Time (CCE) students are forwarded to the College Secretary, CCE for the students' signatures.

The Academic Office also forwards the Personal Files of all duly admitted and registered students with the matriculation number lists to the Examinations & Records Unit for custody.

(b.) Returning Students

Returning Students pay their school charges and register their courses online. The students register for courses based on the guidance of the HOD/Academic Advisers. Thereafter, the student submits a copy of their course registration form to the College Secretary/Faculty Officer and the HOD. With the course registration form, the College Secretary/Faculty officer, is able to compile the list of students registered for each course and comes up with the total number of students. This is to enable the College/Faculty plan for and requisite for examination materials from the Registrar's Office.

STUDENTS STATEMENT OF RESULTS/TRANSCRIPTS The summaries of the students' semester and degree results together with the original Master Mark Sheets are forwarded by the departments to the Academic Office for presentation to Senate for approval.

After Senate's approval, the Academic Office forwards, the Master Mark Sheets and individual Spreadsheets for students' degree results to the Examinations and Records Unit for records and production of students statement of results and Academic Transcripts on request.

As a result of pressure, occasioned by the non-computerization of records and space constraints, the Examinations & Records Unit sometimes, requests the Departments through the College Secretary/Faculty Officers to prepare and forward to it the statement of results of the students/graduates concerned, to facilitate the process of issuance of statement of results and academic transcripts. Such statement of results are checked by the College Secretary/Faculty Officer and forwarded to the Examinations & Records Officer with a covering memo.

The Examinations & Records Unit upon verification of the matriculation number and certificate verification status of the students issues statement of result to the students and attends to requests for academic transcripts.

Original Certificate

Based on the Senate approved Degree results and confirmation of matriculation number, name and certificate verification status, the academic Office scripts original certificate of the graduates and issues certificates after the necessary processes.

We urge us all to make out time and go through the Statement of Academic Policies

in order to acquaint ourselves with the Policies governing Academic programmes in the University. Your knowledge of the contents of this document would enhance your performance in r various offices. your v

In summary the duties of the Admissions Unit are:

Admission matters

Registration of fresh students

Secretariat for Committee of Provosts and Deans

Figures II and III depicts the organizational structure and functions respectively of the Academic Division.

FIGURE II: ORGANIZATIONAL STRUCTURE OF THE ACADEMIC DIVISION

Registrar

Academic Division

Senate Office

Admissions Office

Examination & Records Office

FIGURE III: FUNCTIONS OF THE ACADEMIC DIVISION Academic Affairs Division

Senate Records

Minutes of Senate Communication of Decisions of Senate

Semester & Degree Results

Scripting & Issuance of Certificate

Matriculation Numbers

Letters

'Inaugural Lectures

Special Convocation Ceremony

In Honour of Deceased members of Senate
Representation in
College and Faculty Board Meetings/Library Board
Election of Provost and Deans
Admission Records
Minutes of CPD Meetings Communication of CPD Decisions
Intra/Inter Faculty Transfer
Inter-University Transfer
Admission of Undergraduate Students
Deferment of Admission
Co-ordination of the UME conducted by JAMB
Attendance at JAMB's Policy & Technical Committee Meetings
Clearance for Registration
University Examination Committee
Examinations & Records
Records of Students Mat. Numbers
Continuation Status
Implementation of Senate Decisions
Issuance of Success
Statement of Results and Academic Transcripts
SCAPP Meetings

2. ESTABLISHMENT DIVISION

The Establishment Division comprises the Personnel Office (Academic), the Personnel Office, Senior Professional, Administrative and Technical Staff (SPATS), the Personnel Office (Junior Staff), the Staff Statistics Unit, Staff Training and Development Unit (STADU) and the Pensions and Welfare Unit. The Personnel Office (Academic) deals with personnel matters concerning teaching staff. Similarly, the Personnel Office (SPATS) and Personnel Office (Junior Staff) handle personnel matters relating to senior professional, administrative and technical staff and junior staff respectively. The pensions and Welfare Unit is concerned with matters relating to retirees and the funeral of deceased members of staff while the Statistics and Records Unit is responsible for the compilation of staff statistics, nominal roll, staff list and all documentation required by the Federal Character Commission. The Director, Establishment superintends over the affairs of the five units and reports to the Registrar and advises on policy matters

DUTIES

The Director, Establishment is charged with the following responsibilities:

1. Appointment and Promotions Committee (A&PC)

The Director, Establishment ensures that papers for the various A&PC and Junior Staff Committee meetings are prepared in good time with self-explanatory write-ups by the Personnel Officers. He/She prepares the agenda for the meetings and clears them with the Registrar and also attends the meetings at which he is relied upon to interpret extant rules and regulations on matters being discussed.

2. Senior Staff Disciplinary Committee (SSDC)

The Director, Establishment serves as Secretary of the Senior Staff Disciplinary Committee (SSDC). When cases for the SSDC are received, the Director, Personnel Affairs prepares write-ups on them before they are sent to the Committee. This Committee, as the name implies, deals with disciplinary cases of senior teaching and non-teaching staff of the university. The report of the SSDC is usually forwarded to the Governing Council.

3. Junior Staff Disciplinary Committee (JSDC)

The Director, Establishment is a member of this Committee. The Junior Staff Disciplinary Committee investigates disciplinary cases involving junior staff and its report goes to the Junior Staff Committee. The Personnel Officer (Junior Staff) serves as Secretary to the JSDC

4. Board of Trustees (Pensions)

The Director, Establishment is a member of the Board of Trustees (Pensions). The Board deals with matters of retirees and pension. The Pensions and Welfare Officer

serves as Secretary to the Board However, the new Contributory Pensions Scheme appears to have rendered the Board redundant.

5. Congregation

Meetings of Congregation are covered by the Director, Personnel Affairs. Notices of meetings are sent out by him on the directives of the Registrar.

6. Interviews

The Director, Establishment serves on all interview panels for the appointment, conversion and promotion of both teaching and non- teaching staff. He ensures that external assessors are contacted in good time and arranges for their accommodation, transportation and remuneration. The reports of the interview are forwarded to the various A&PC for approval before implementation.

These duties can be summarized as follows:

- a. Update conditions of Service
- b. Job Classification, gradings and requirements. e. Updating rules, regulations, procedures and criteria for appointments and promotions.
- d. Pensions and Gratuities.
- e. Fringe Benefits and Staff claims.
- f. Annual Leave.
- g. Staff Record of Service, Senior and Junior.
- h. Certification as correct of final advertisements for staff vacancies.
- i. Attendance at Central Meetings of Interview/Assessment Panels for Senior Academic positions and Administrative staff.
- j. Keeping all Establishments within approval budget.
- k. Recordings, monitoring staff on Development and Training programmes and production of schedule of statistics.
- l. Administrative work related to the meeting of congregation.
- m. Production of the draft minutes of the meetings of Congregation.
- n. Secretary Interview/Assessment Panels for professors and Readers.
- o. Preparation of Information Hand book for staff and new appointees.

- p. Division.
- q. Draft Estimates for personnel; and Establishments Division.
- r. Such duties as may be assigned from time to time.

Statistics and Records Unit

This unit is responsible for the compilation of staff statistics and preparation of staff nominal roll.

VARIOUS HEADS OF UNITS IN THE ESTABLISHMENT DIVISION AND THEIR DUTIES

1. Personnel Officer, Academic (POA)

The Personnel Officer (Academic) deals with academic staff matters of the University.

His duties include:

- a. Secretary Appointments and Promotions Committee (Academics).
- b. Secretary Interview/Assessment Panels for positions not below Professors and Readers.
- c. Verification of credentials
- d. Record and acknowledgment of applications and Referee's letters received.
- e. Preparation of draft advertisement for vacancies
- f. Attendance at meetings of interview/Assessment panels for Professors/Readers.
- g. Secretary at meetings, Interview/Assessment Panels for Academic positions below Senior Lecturer.
- h. Updating Personal Files and Records.
- i. Record of appointments and records of acceptance/declines, terminations, deaths etc.
- j. Issue of letters of offer of appointment with necessary documents.
- k. Sending of annual appraisal forms in January/February each year to all academic staff and collation for completed forms for consideration by A and PC(A).

- i. Issue of Forms of Confirmation of Appointments to all academic staff for completion when due or desired and their collation for A and PC (A).
- m. Liaison with the faculties on related personnel matters.
- n. Collation of Leave Rosters for Establishment Officers.
- o. Compilation of necessary data on Academic Staff.
- p. Prompt action on termination of appointments and liaison with Bursary in compliance with rules and regulations on conditions of service.
- q Custody and indexing of minutes of Appointments and Promotions Committee (Academic).
- r. Such duties that may be assigned from time to time.

2. Personnel Officer (SPATS)

The Officer is charged with the responsibility of the day-to-day administration of the unit including the handling of all correspondences relating to senior non-teaching staff matters (writing of letters, memoranda, raising of briefs, compiling and updating of records on demand or request).

His duties include:

- a. Secretary Appointments and Promotions Committee (Administrative and Technical).
- b. Secretary Interview/Assessment Panels for all Senior Administrative and Technical Positions on CONTISS 5-15.
- c. Verification of credentials
- d. Records and acknowledgment of applications and references received.
- e. Preparation of Draft Advertisement.
- f. Issuance of Letters of Offer of Appointment with necessary documents.
- g. Records of acceptances, declines and terminations, death etc.
- h. Updating Personnel Files and Records.
- i. Sending of Annual Appraisals forms to all senior non-Teaching staff in January/February each year for completion and their collation for A and PC

(SPATS).

j. Issuance of forms of Confirmation of Appointment to all non-teaching staff for completion and their collection for A and PC(SPATS).

k. Liaison with the Faculties and Administrative and Technical Department/Service Units over related personnel matter.

l. Collation of Leave Rosters for Establishment Officer.

m. Compilation of necessary data on Senior non-teaching staff.

n. Prompt action on termination of appointments and liaison with Bursary in compliance with rules and regulations on conditions of service.

o. Custody and indexing of minutes of Appointments and Promotion Committee (SPATS).

p. Such duties that may be assigned from time to time.

3. Personnel Officer (Junior Staff)

The personnel Officer (Junior Staff) handles personnel and administrative matters of all Junior Staff in the University. Such matters include: Appointments, Promotions, Conversion, Resignation, Termination, Dismissal, Retirement, Death and Disciplinary cases,

His duties include:

a. Secretary Junior Staff Committee..

b. Secretary centrally conducted interviews for positions on CONTISS 4-5.

c. Records and acknowledgment of applications and references received.

d. Issuance of Letters of Offer of Appointment with necessary documents.

e. Records of acceptances, declines and terminations, deaths, etc.

f. Preparation of Draft Advertisements.

g. Deploys or post members of staff from one service unit, department of faculty to another on the directive of the Registrar or the Director, Personnel Affairs.

h. Prepares data of Junior Staff nominal roll in conjunction with the Statistics and Records unit.

- i. Prepares annual increment, i.e additional steps on salary level of Junior staff.
- j. Compilation of necessary data on Junior Staff.
- k. Necessary action on Interview/Assessment Reports for staff on CONTISS 1-5 through Establishments Officer for approval by the Registrar.
- l. Custody and indexing of minutes of Junior Staff Committee. Updating Junior Staff Files and Records.
- m. Such duties that may be assigned from time to time.

4. Staff Training & Development Unit (STADU)

The University as part of its responsibilities shall from time to time organize training programmes for staff members. The training may be Local or International depending on the availability of funds. The Staff Training & Development Unit is, primarily, charged with the responsibility of scouting for appropriate training programmes, arranging, and overseeing the execution of such trainings for the benefit of University staff as decided and directed by the Committee.

Its terms of reference are:

1. To develop appropriate policy for staff training.
2. To design appropriate training programmes that would be, mutually, beneficial to both staff and the University
3. To design appropriate programmes for mentorship and evaluation.
4. To identify specific needs and organize regular in-house/external training (including short courses for staff).
5. To design appropriate mechanism for competence mapping of staff.
6. To collaborate with external agencies including private organizations and training professionals for the purpose of capacity building in the University.
7. Any other relevant matter not covered above.

5. Pensions and Welfare Officer

The Pensions and Welfare Officer is responsible for the keeping of records of Pensioners/Retirees and Deceased Staff of the University.

Schedule of Duty of the Pensions and Welfare Officer

- i. Serves as Secretary to Boards and Committees on pensions and welfare matters.

- ii. Computes the terminal benefits or entitlements of retired and deceased Staff.
- iii. Coordinates the welfare and burial activities of deceased staff.
- iv. Advises the University Management on pension matters and regulation.

C. COUNCIL DIVISION

The Council division handles all administrative and Secretarial duties relating to meetings and functions of the Council and Finance and General Purpose Committee.

This Division is headed by a Senior Administrative Staff, viz, Council Officer, and it consists of two sections:

- 1. General Administration
- 2. Physical Development Administration

1. General Administration (Duties)

- a. Administrative work relating to meetings and functions of the Council Finance, and General Purposes Committee.
- b. Administrative Records of Property of Council.
- c. Annual Report of Council and Finance and General Purpose Committee.
- d. Preparation of annual draft Estimates for the Division.
- e. Approving claims relating to Council Honoraria and allowance.
- f. Production of draft minutes and decisions of Council and Finance and General Purpose Committee.
- g. Production of the Draft Report of the Selection Board for the Interview/Assessment of Principal Officers of the University.
- h. Indexing of Minutes.
- i. Accommodation of Council members.
- j. Making travel arrangements to and from the University for meetings of Council, Boards, Committees and other University business or if and whenever they so request.
- k. Prompt settlements of allowances and fringe benefits of members of council.

- l. Liaising with the Registrar over travel arrangements for Council Members.
- m. Such duties that may be assigned from time to time.

2. Physical Development Administration (Duties)

The PDA office works in synergy with the Department of Physical Development and Planning. It does most of the administrative works that link the University and its contractors i.e. registration of contractors.

Other duties of the Physical Development Officer include representing the Registrar as secretary to the under listed committees:

- (a)Tenders Board
- (b)Capital Works/Procurement
- (c)Development Committee Technical
- (d)Evaluation Sub-Committee
- (e)Council Campus Security
- (f)Board of Surveys
- (g)Budget Monitoring Committee
- (h) Prequalification/Tender Opening Exercise
- (i) Other duties that may be assigned by Director, Council Affairs

COMMITTEE/BOARDS WITHIN COUNCIL

Finance and General Purposes Committee Tenders Board

Appointments & Promotions Committee (Academic)

Appointments & Promotions Committee for Senior Professional,

Administrative and Technical Staff (SPATS)

Junior Staff Committee

Development Committee Housing Committee

Honorary Degrees Committee

U&C Microfinance Bank Ltd.

Appeals Committee

Senior Staff Disciplinary Committee (SSDC)

D. STUDENT AFFAIRS DIVISION

The Student Affairs Division deals with all matters relating to student management and welfare in the University. The department is saddled with responsibility of handling most aspects of the informal education and extra-curricular activities of students.

These responsibilities fall under the following headings:

Hostel Accommodation

Hostel Services and Management

Students' Associations

Student Union

Student Union Elections Counseling and Career Services

Special Services for Students with Special Needs

Students Disciplinary Matters

National Youth Service Corps Mobilization

Providing Logistics for Students sports competitions within and outside the University

Monitoring Students Union week and other activities organized by Students.

Providing Part-Time work for full time Students under the "work-study scheme"

Liaising with organizations, corporate bodies and Philanthropists on Scholarships, Grants and Financial Aid to qualified Students.

Hostel Accommodation

The Student Affairs department handles the organization and provision of affordable accommodation for students. These services have been made accessible online by the

university, thus reducing pressure on both staff and student.

Hostel Services and Management

The Student Affairs unit ensures that students get basic services such as water, electricity, clean environment etc. The supervisor is in charge of the day to day running and routine management of the hostel.

Student Associations

One of the ways of helping students to appreciate the advantages of living and working together in society is to encourage them to associate with themselves and thus form associations. However, the Dean, Student Affairs on behalf of Senate and Council approves the registration of clubs, societies and associations. Only such approval and registration may entitle a club, a society and association to be operated by students on campus.

Students Union

The University recognizes the need for students to organize themselves into central association for many reasons. This central association is usually referred to as Students' Union.

Student Union Elections

One of the most difficulty mandates of Student Affairs department is the duty to conduct elections into the various elective offices of the Student Union. Often times this exercise degenerates into fights amongst political rivals and even destruction of University property. The Student Affairs Department is consequent saddled with the responsibility of ensuring a crisis free election.

Counselling and career services

Student affairs department has a counseling unit with a directive to address the uncommon and odd challenges encountered by the students.

Special Services for Students with Special Needs

The University has an open-arm policy that encourages the admission and participation of students with special needs and thereby require special services. This category of persons are also referred to as Physically Challenged Students.

Students Disciplinary Matters

A Student Affairs Officer is the statutory secretary of Student Disciplinary Committee which oversees students' disciplinary matters.

National Youth Service Corps Mobilization

The Student Affairs Department acts as an agent for the documentation and processing of students (Regular & Part-Time) personal details for NYSC mobilization exercise each

year which at the end, the students get their Exemption certificate (Part-Time) and Call-up Letters (Regular) and Exclusion Certificate. All communication with the National Headquarters of the National Youth Service Scheme is done through the Student Affairs Officers.

MANAGEMENT TEAM OF STUDENT AFFAIRS DEPARTMENT

>Dean

>Director

> Associate Dean, (Male & Female)

>Head, Administration

>Head, Personnel

>Head, Counseling

>Finance Officer.

The staff members of the department include those performing various duties in the hostels. Finally, Student Affairs is thus central to the University mission of assisting students in their intellectual, physical, emotional, social and moral development during their stay in the University.

6. COMMITTEES WITHIN THE REGISTRY

The University still operates largely through the committee system and the career Administrators in the Registry are still seen as the operators and facilitators of this system. Committee Secretaries function both as administrative officers and procedural advisers to their Committees.

The committees within the Registry are:

1. Appointment and Promotion (A&PC)
2. Senior Staff Disciplinary Committee (SSDC)
3. Junior Staff Disciplinary Committee (JSDC)
4. Board of Trustees (Pensions)
5. Congregation

6. Interviews

The jobs of the Administrative/Executive officers as secretaries in these committees include:

- i. Maintain accurate records of committee activities, including the minutes.
- ii. Supply timely and unambiguous information to the committee.
- iii. Research into the committee's areas of jurisdiction and provide intelligent briefs.
- iv. Advise committee on, and interpret University Rules and regulations.
- v. Draft letters of a policy nature for signature by the appropriate University functionary.
- vi. Follow-up action on decisions/resolutions of the committee.
- vii. Advise the Chairman or the appropriate University Official on strategies of Implementation of Committee's/Board's resolution.
- viii. Liaise with some agencies under the jurisdiction of the committee on behalf of the committee.

7 . THE REGISTRY OUTSIDE THE CENTRAL REGISTRY

- Registry staff are posted to Colleges, Schools, Faculties, Departments, Institutes to take charge of administrative duties.
- Officers posted there are representatives of the Registrar and are interpreters, custodians and implementers of the rules regulations and decisions.
- Provide necessary administrative skills.
- Provide administrative leadership.
- Provide guidance and support to teaching staff.
- Refer some matters to the Registrar.
- Handle students' Registration.
- Maintain and Retrieve Records.
- Cover meetings of statutory Boards and Committees as well as ad-hoc committees.
- Communicate decisions.

-Must be abreast with the rules, laid down principles and standards.

-Must be grounded in office procedures and abide by them.

8. THE ROLE/RESPONSIBILITY OF THE REGISTRY STAFF IN THE ACADEMIC DIVISION/UNIT IN THE UNIVERSITY

1. COLLEGE SECRETARIES/FACULTY OFFICERS

The Registrar deploys Administrative Officers of the rank of Principal Assistant Registrar and Deputy Registrar to serve as Faculty Officer and College Secretary respectively.

The Secretary co-ordinates the work in the College while the Faculty Officer does same at the Faculty.

DUTIES

Administratively responsible to the Registrar while operationally accountable to and assisting the Provost or Dean in the day-to-day academic and general administration and management of the College/Faculty. The duties as may be modified by the Provost/Dean shall include:

1. Secretary of Faculty Boards of Studies, Standing and Ad Committees.
2. Maintaining efficient system of Committees work through:
 - a. prompt issuance of notices of meetings after clearance with the Chairman.
 - b. preparation and circulation of agenda papers to all members concerned (as well as the Registrar for Board of Studies only)
 - c. adequate coverage of meetings and production of minutes within 72 hours of each meeting.
 - d. maintaining standard pattern in the presentation of minutes and documents for committees, e.g. write-ups and covering memoranda on papers presented to the Board and Committees.
 - e. proper keeping of the Minute Book (A), each with a table of contents, for Board of Studies and for the respective Committees.
 - f. Maintaining Reico files for the Board of Studies and each Committee specifically for approved decisions, rule, and regulations and policies.
 - g. prompt implementation of decisions.
3. Space allocation for staff and academic activities.
4. Preparation and publication of Faculty prospectus and Annual Report.
5. Supervises Students Admission, registration and change of courses.
6. Makes arrangement for matriculation and academic ceremonies.
7. Responsible for the welfare of external examiners e.g. accommodation, transportation and claims.
8. Maintains students' records and prepares statistics for staff and students.
9. Ensures compliance of University Rules and Regulations at Faculty level.

10. Liaises with Personnel Officer (Academic), Personnel Officer (SPATS) and Personnel Officer (Junior Staff) over staff matters.
11. Ensures proper application of procedures, criteria and Regulations for appointments and promotions.
12. Co-ordination and supervision of work in the Office of the Dean.
13. Provision, co-ordination and supervision of administrative and secretarial services for academic and support staff.
14. Vehicle/transport allocation, control and maintenance.
15. Liaises with appropriate officers in the office of the Registrar on academic, administrative and Personnel matters.
16. Liaises with College, Faculties/Departments/Service Units where appropriate.
17. Liaises specifically with Student Affairs office as well as the Medical Centre in related student matters.
18. Welfare of new appointees, e.g. reception, placement in accommodation provided by the Housing Officers, introduction to Faculty etc.
19. Keeping of records of Academic matters.
20. Staff Development and Training Programmes and their records.
21. Maintaining of proper records of Conferences and Seminars/Workshop (Local and Overseas) attended by staff.
22. Office stationery and equipment.
23. Inventory of Fixed Assets.
24. Participation in monthly administrative staff meetings.
25. Such duties as the Provost/Dean or Registrar may assign from time to time

ii. OTHER ADMINISTRATIVE STAFF

ALL ADMINISTRATIVE STAFF posted to schools, colleges, faculties etc. report to the Provosts/Deans/Head of departments through the College Secretary/Faculty Officer.

Their duties are:

1. Administrators and Executive Officers of various levels in the faculty take cue and instructions from the Faculty Officer to ensure that the administrative responsibilities of all departments within the Faculty are discharged in full and they are to replicate the assignments done by the Faculty Officer in their Department.
2. Maintenance and Archiving of Departmental student records including contributing to the timely and accurate maintenance of student names and addresses.
3. All Administrative/Executive Officers in the Department act as information and referral service from the department through to the Faculty office.
4. Attend Departmental meetings and draft minutes for consideration by the Chairman or Head of Department.

5. Undertake any other duties as directed by the Head of Department commensurate with the level of the post.

6. Ability to command the respect of colleagues, lectures within and outside the Department and HOD with a professional approach to work.

7. Be an ambassador of the Registry by displaying politeness, excellent etiquette to all and sundry.

9. REPORTING LEVELS AT THE FACULTY

DEAN

HOD

Faculty Officer/College Secretary

Laboratory Staff

Administrative

Executive

Assistant Registrar

Executive Officers

Executive

Assistant

Secretary

Caretakers Cleaners

CHANNELS OF COMMUNICATION AT COLLEGES/FACULTIES

PROVOST

COLLEGE SECRETARY

DEANS

DEPUTY PROVOST

FACULTY OFFICER

OTHER ADMINISTRATIVE OFFICERS

10. COLLEGE SECRETARY/

GRADUATE STUDIES OFFICER

Responsible professionally to the Registrar for all administrative matters relating to Graduate Programmes and operationally to the Provost of the College of Graduate Studies who shall assign such duties as he may determine for the day-to-day operations of the unit. Specifically, the duties of the College Secretary (Graduate Studies) Officer shall include:

1. Secretary, Graduate Programmes Committee.
2. Co-ordination of graduate programmes and correspondence with the respective Faculties and Departments.
3. Ensuring efficient system of committee work as provided in the guidelines for administrative staff.
4. Up-dating and ensuring consistent application of and compliance with general and specific rules and regulations for graduate studies by all concerned.
5. Preparing for the Registrar's signature after the provost's approval of advertisement inviting applications for Graduate Studies and after recommendations by the Department's relevant Graduate School of Study concerned and approval by the Provost of the College of Graduate Studies.
6. Processing and forwarding of candidates' applications and relevant documents to the heads of the respective Departments for consideration after consultation with the provost.
7. Issuing of Letters of Admission and regrets respectively, signed "for Registrar" to successful candidates.
8. Coordination of registration and records of Graduate Students in their personal files to be opened anew in the relevant School.
9. Correspondence with examiners regarding their appointments, passages, claims/remunerations.

10. Liaises with Bursary through the Bursar's representative in the College over claims/remuneration, passages for External Examiners.

11. Liaison with the Housing Officer and College Secretary, Faculty Officers, Deans and Heads of Departments where appropriate in the respective Faculties and Departments with regards to the Welfare of External Examiners reception accommodation, local transport etc.

12. Publication and up-dating of University Graduate Programmes Prospectus.

13. Annual Report on Graduate Programmes.

14. Receipt from the Faculty Graduate studies committees and record of dissertations/thesis approved by Senate and ultimate transmission to the University Library for custody.

15. Designing and up-dating necessary forms for graduate studies.

16. Receiving recommendations and reports from the respective faculties and Departments for presentation to Senate.

17. Implementation of decisions of Academic Board as they relate to graduate studies.

18. Liaison with other officers in the Office of the Registrar and the respective Faculties/Departments.

19. Inventory of furniture and equipment of the College of Graduate Studies.

20. Estimates and forward planning of the College.

21. Supervision and control of Junior Staff in the College.

22. In attendance at Senate meetings.

23. In attendance at the meeting of Board of Examiners.

24. Such duties as the Registrar may assign from time to time in consultation with the Provost in the context of general college administration and operations.

11. HOUSING OFFICER

a. Secretary, Housing Committee.

b. Allocation of approved quarters to staff in accordance with approved

procedures and criteria

c. Accommodation in University Guest House/Chalets and Hotels in accordance with approved rules for:

- i. New appointees on HATISS 9 and above for approved periods.
- ii. University Visitors/Visiting Scholars/Part-Time Lecturers.
- iii. External members of Interview Panels.
- iv. External Examiners and External Part-Time Lecturers.
- v. Such Visitors for which accommodation may be required from time to time.

d. Ensuring that staff in quarters direct their complaints in the first instance to the Housing Officer and that they avoid dealing directly with Landlords to reduce conflicts.

e. Dealing with landlords and Estate Division as far as they are affected, on matters relating to repairs of rented property and University quarters, checking in and out of staff occupants and settlement of electricity bills.

f. Liaising with Planning & Development Unit for furniture and equipment and with Estate Division for maintenance work and delivery of new and existing furniture/equipment to quarters allocated and re-allocated. Alternately application of furniture loan to staff.

g. Liaising with Personnel Officers (A) and (SPATS) regarding accommodation for eligible new appointee.

h. Monthly Reports on Housing position.

i. Projection of required Housing Units each Semester vis-à-vis approved senior staff' establishment.

j. Such duties as the Registrar may from time to time assign

12. CATEGORIES OF REGISTRY STAFF

SENIOR CADRE

- 1 Registrar
- 2. Administrative Cadre
- 3 Executive Cadre
- 4. Clerical Cadre
- 5. Secretarial Cadre

6. Guidance and Counseling Cadre
7. Admin (Legal)
8. Admin (LAN)
9. Admin (Development)

JUNIOR CADRE

1. Protocol Attendant
2. Clerical Cadre
3. Executive Officer (Admin) Cadre
4. Cleaner Messenger Cadre
- 5 Secretarial Cadre
6. Computer Operators
- 7.Reprographic Cadre

13. OUR CORE VALUES

- Excellence - Passion for standard
- Courtesy - Be polite and respectful to all
- Integrity - Let honesty be your watchword
- Selfless Service and Dedication to Duty - Render selfless service to all without - gratification or compromise
- Efficiency & Effectiveness - Be result oriented
- Transparency and Accountability- Be open and responsible
- Teamwork - Cooperate with other staff to achieve set goals
- Reliability - Be dependable and trustworthy at all times

JOB DESCRIPTION OF VARIOUS CATEGORIES OF REGISTRY STAFF

A. CLEANER/MESSENGERSCHEDULE OF DUTY

- i. Cleaning the office and its immediate surroundings
 - Sweeping the surroundings, mopping the floor, cob-webbing (removing cob webs) using a wet towel to clean burglary proofs.
 - Dusting: using a hand towel to remove dust and dirt from furniture, office equipment, windows and doors; report cracks and breakages in louvre blades and window panes. Washing office crockery (tea cups, saucers, plates, kettles and cutlery)
- ii. Office Errands
 - Taking messages as requested from office to office, staff to staff; petty purchases (food items, recharge cards, such other requests of personal nature).
 - Dispatching mails

- Rudimentary clerical chores
- Opening the offices for fresh air when there is power outage.

iii. Office Conveniences

- Washing 'ladies and gents' and hand basins with harpic and soap daily
 - Washing foot mats at appropriate intervals.
 - Spraying deodorant.
- iv. Cleaning Materials Reporting shortage of cleaning materials (brooms, mops, soap, mop towels) to supervising officer.
- v. Retirement and Retrieval of Office Keys
- Office Assistants are expected to be the first in the office every day. All keys shall be collected in the morning and retired at the close of work every working day to a central key lodge in the Security Department by them or specially designated officials.
 - Staff coming to work during holidays or weekends shall sign for and return keys accordingly.
 - The onus is on key handlers to ensure that the office is securely locked at the close of work. It also behooves them to report any anomaly observed in the office at the beginning of the day to the Head of the Unit.

B. REPROGRAPHIC OFFICER

- Photocopying documents for staff
- Reporting faults on reprographic machines
- Assisting with repairs by way of reaching technicians as directed. Folio numbering and collation of agenda papers for meetings and assisting with preparing meeting folders under the supervision of an appropriate officer.
- Dispatch of meeting notices and agenda papers as directed. Other duties as may be assigned from time to time by the supervising officer or the head of the department or unit.

C. ASSISTANT CLERICAL OFFICER/CLERICAL OFFICER

- Records in-coming and out-going mails in a note book.
- Recording includes entering all particulars of the mails including the last minutes on the memo or letter. In doing this, he must be sure that attachments are complete and intact, and are securely stapled.
- Passes them on to his supervising officer in a folder clearly marked. He should number the mails. These numbers should correspond with the numbers in the notebook.

iii. Filing:

- Lodging documents in the appropriate files
- Lodging means numbering the mails serially according to the tradition of the office
- Perforating and tagging it Stringing it in the file

- Filing should be done in such a manner that the latest document is the first on opening the file: as you leaf into the file, you move

from the present to the past. Lodging the file in the dip appropriately' means arranging files in such a manner (alphabetical order) that they are easily retrievable and returnable.

iv. File maintenance

- Re-jacketing torn or worn-out files or those with faded/blurred inscriptions/titles.
- File titles must be written in capital letters and legibly.
- Calling the attention of the supervising officer when a file is full and needs to be closed so that a new one can be opened.

v. Dispatching

- Moving mails to their destination and ensuring proper receipt at the point of delivery; "...proper receipt..." means ensuring that a mail is physically handed over to, and signed for, by the receiving officer. Mails should not be dropped without being signed for or in anticipation of being signed for later.
- Letters addressed by name should not be opened, but sent straight to the addressee immediately. Mails marked 'URGENT' is actually in terms of contact or time limit, such a letter should be dispatched immediately. If there is a doubt as to urgency let the officer resolve that doubt.

vi. Custody and maintenance of dispatch books (DB)

- DBs not in use should not be left on the top of desks, but locked up in desk drawers.
- DBS whose backs are tearing should be cello taped.
- DBS not paged from the press should be numbered page by page before use.
- Ensure that DB pages are not turn at the edges or rumped.
- Hand full DBs over to the supervising officer for custody.

vii. Custody and maintenance of Inward and Outward Registers.

- Ensure that these all-important books or documents are always in good condition and safe custody.
- They should not be left on desks at close of work.

viii. Confidentiality:

- The content of all mails are confidential.
- No mail shall, therefore, be left on the desk unattended to or lying around where it should not be.
- Visitors or non-office staff should not have access to mails.
- Mails not attended to should always be locked up in drawers at the close of work.
- All documents for the receipt and dispatch of documents should not be left carelessly.

- Clerks gossiping about or divulging contents of mails or documents when handling them are infringing on a law of the Nation and a very important regulation of the University.
- All enquiries about mails shall be referred to the supervising officer who shall exercise discretion in such a manner as would not compromise the University. He should consult the head of the department, if there is doubt. No clerk, A.E.O. or S.E.O. should release official information to the public or another staff.

ix. Retrieval of files

- Pulling of files for staff as directed and return of same to the dip.

D. SENIOR CLERICAL OFFICER CHIEF CLERICAL OFFICER

- Alternate officer to the clerical officer in small establishments, where the volume of work is small; that is to say that in some departments, there should be no clerical officer where there are senior clerical officers as their duties are bound to overlap.
- Mails as indicated under clerical officer
- Filing as already indicated.
- Retrieval and return of files
- File maintenance
- Custody and maintenance of books for handling mails.
- Using the correct index in determining the file into which a document should be filed.
- Correct index:

Three criteria may be used in determining the file into which a document is lodged:

- a. The source or originator of the document.
- b. Caption of a document: Some documents have no header. Such letter/document must be read and the message they contained should be used to determine the file into which it should be put.
- c. Content of a document: Some document have no header. Such letters/document must be read and the message they contained should be used to determine the file into which it should be put

E. THE SECRETARIAL CADRE (COMPUTER OPERATORS/TYPIST)

This cadre requires exposure to certain body of knowledge, know-how, quality of body and mind and respectable carriage especially at the senior levels. Of particular need is ability to spell and write correctly. Shorthand skills is necessary at the senior level.

By this title we refer to Pupil Computer Operators (Copy typists) to Confidential Secretaries as well as Personal Secretaries. One of the greatest embarrassments to university is a letter or memo with an error emanating from the University.

a. CARE OF Pcs

- Maintenance of computer hard and software.
- Cleaning of desktop or laptop daily before the PC is put to use.
- Covering PCs with protective or dust proof material at the close of day taking precaution to prevent the introduction of virus.
- Regular up-dating of anti-virus
- Keeping PCs away from physical damage.
- Shutting down PCs when not in use and switching them off the mains or extension cable at the close of day.
- Ensuring that no cables or connecting electrical wires are naked.

b. WORK

General Correctness of Work:

- Ensuring that there are no spelling or punctuation errors.
- Ability to transcribe correctly, many computer operators are unable, because of inattention, to copy words and punctuation marks from a manuscript to the PC; handlers of word processing machines must pay attention to details to reduce errors; they should ask, if a spelling is not clear or the writing not legible; they must use the dictionary always where there is doubt; they must not assume they know it or that what they think is the correct spelling is actually the correct spelling.

Speed and accuracy.

- They should be able to type fast and correctly; they should not waste time on jobs because they are being careful not to make not mistakes; over-delay of jobs leads to negative assessment, over- delay of job leads to negative assessment; they must be careful not to transfer capital or small letters where there are none or verse versa, not to omit lines or sentences or mix-up paragraphs.

Response time: they should deliver jobs within the stipulated time while ensuring error-free typing.

Proof-reading:

They should check what they have typed against the manuscript before passing it; if there is time, some other person can assist by reading the manuscript while the typist checks the typed version

Confidentiality.

All the contents of all letters and memoranda are strictly confidential no matter your relation with the person affected, after all the communication will get to the recipient. Equally confidential are the contents of minutes and other official documents.

F. CONFIDENTIAL AND PERSONAL SECRETARY

In addition to the above

- Providing secretarial assistance in terms of taking dictations in shorthand and reproducing them.
- Front office managers.
 - Handling visitors as appropriate
 - Answering enquiries and telephone calls on behalf of the officer.
- E-mails and internet services, correspondences.
Organizing/coordinating office events and meetings.
- Keeping a diary of the officer's engagements (itineraries, meetings, travels) and reminding him in the morning or well in advance.
- Filing and retrieving.
- Office consumables.
- Ensuring that the open registry runs well.
- Passes mails twice a day.
- Keeps confidential matters.

G. ASSISTANT EXECUTIVE OFFICER (AEO) SENIOR EXECUTIVE OFFICER (SEO) HIGHER EXECUTIVE OFFICER (HEO)

- Head of the clerical unit of an office
- Supervises all those under him in terms of:
 - Punctuality
 - Office cleanliness and orderliness
 - Discharge of schedule duties
 - General office matters including co-operation and respect for one another and acceptable conduct.
 - Checks in particular whether all mails have been properly recorded and dispatched always especially at the end of the week "all documents have been filed at least by end of the week". In this regard, he shall have access to the drawers and lockers of officers under him for the official purpose of checking whether or not there is a back log of uncompleted jobs.
 - Ensure that no files/official documents are left on desks at the end of each day.
 - Ensure that all files folios are properly numbered at the end of the week.

V. File movement.

- Records all file movements.
- Traces misplaced/missing files. He should report these to the head of the unit.
- Reminds officers of non-return of files sent to them and arranges return.
- Inspects returned files to ensure no folio has been removed.
- Reports missing files and opens shadow files.
- Unit archives
 - Puts away all closed files and other books for handling correspondence and related matters and ensures they are kept safe from termites and rodents or anything and condition that will cause them to depreciate.

- In this regards, he and the Office Assistant shall visit lockers regularly to dust up and place camphor in the lockers or spray insecticides.

vi. Annual Appraisal reports

As head of the unit, supervisor, and one in immediate and constant contact with the staff in the unit, he should do a preliminary annual assessment of the staff in pencil and pass them on to the supervisor who shall handle appropriately.

vii. Punctuality.

- Rules off the Attendance Register daily.
- Calls attention to sloppy attendance, not remaining on seat and malingering.
- Issues internal queries to erring staff and copies the head of the unit.

viii. Correspondence

Writing simple internal letters and memos for requisition of office consumables and repair of equipment through the Secretary. The HEO should be able to write some serious letters.

ix. Mails

- Receipt of applications and tenders as directed (tenders are not opened. They should be passed through the Secretary unopened to the Registrar).
- Passes mails through the Secretary twice a day, first at 12.00 noon and at the close of day.
- Errands requiring confidentiality or explanation or immediate response.

x. Any other responsibility tangential to the above or as may be assigned from time to time.

H. ADMINISTRATIVE ASSISTANT

- Must be computer literate and has to learn certain basics of University Administration, office management and routine. Since he will be supervising junior staff, he has to know what they are doing to be able to correct them.
- Opening of files and numbering of folios as per the culture of the University.
- Retrieving and returning files as directed.
- Supervising staff under him.
- Assisting with collation of folders for meetings.

This is a very serious function of an AA or AO. Collation of documents is done as follows:

a. papers are arranged as they occur in the agenda sheet. Agenda is a listing of matters to be discussed at meetings. Agenda papers for meetings of statutory committees normally carry agenda numbers. Agenda paper should be arranged sequentially and serially according to the numbers.

Note that some agenda papers carry attachments or annexures. These must also be arranged sequentially and serially.

b. agenda number are different from folio number. Folio numbering is indicating Arabic numbers on each paper starting from 1 serially to the last paper. These numbers should be written boldly on the right-hand corner of each page.

- Assisting with assembling data and facts for senior officers' interpretation and use.
- Drafting internal letters and memos that circulate within the development.
- Assignments require confidentiality and a certain level of operation.
- Accessing and retrieving data and facts from computers.
- Scanning and e-mailing.
- Summoning meeting and drafting minutes of departmental/unit meetings and executive decisions.
- Acquaintance with, order, protocol in the university.
- Acquaintance with routine office procedure-what comes before another operation, lines of communication, procedural movement of mails.
- Dispatch of meeting folders.
- Any other duty that may be assigned from time to time.

I. ADMINISTRATIVE OFFICER (AO)

- Arrives here by promotion of a confirmed Administrative assistant.
 - Conversion of exceptionally good Executive officers not lower than Senior Executive Officer who have acquire appropriate degree. In operation, he moves from the department and unit to the wider University community.
- i. Secretary to ad-hoc committees by which process, he is exposed to the nitty-gritty of committee secretaryship.
 - ii. In attendance at statutory committee meetings for reasons of and gathering experience.
 - iii. Collation of folders and numbering of folios for meeting of statutory committee.
 - iv. Providing files called for during assessment meetings.
 - v. Computation of CGPAs under the supervision of a senior officer.
 - vi. Officer in-charge of files in the Exams and Records and personnel offices. Because of the sensitivity of these records, no officer less than an AO should be used in handling them.
 - vii. Circulation of meeting folders.

J. ASSISTANT REGISTRAR (AR)

- i. Draft letters requiring information from Personal Files (PFs) or the interpretation and application of rules and regulation for senior officers to vet.
- ii. Reading files and flagging pages containing required information for senior officers.

- iii. Secretary to:
 - Ad-hoc committees of senate, council and other university-wide committees.
 - Sub-committees' secretary
- a. Preparation of meeting folders under supervision.
- b. Supervisor of sub-section of a department.
- c. Performing specialized functions in council, senate, admission, exams and records, alumni unit or other units.
 - Up-dating students' records.
 - Relating with faculty officers over incomplete records as instructed by a supervising officer.
 - Up-dating personnel record as directed.
 - Ensuring that meeting folders are complete for the records as directed.
 - Checking attendance and ruling off Attendance Registers as per directives and doings same at close of the day.
 - Up-dating students' admission data and related records.
 - Draft notices to students: these must be vetted and signed by the admissions officers for the registrar.
- iv. Any assignment that will give practice in writing correctly in terms of language and application of rules and regulations and exposure to basic routine, procedure and protocol.

K. SENIOR ASSISTANT REGISTRAR (SAR)

This position should be reached on account of indebt knowledge in registry matters and appreciable operational competence,

- i. Head of a section of the registry with responsibilities for overseeing the duties of AAs, AOs, Executive Officers and Clerical Officers.
- ii. Secretary to university-wide committees purpose being to expose him to intensive minutes writing and execution of decisions.
- iii. Reading personal files and providing information that will aid decision making.
- iv. Preparatory of statutory and periodic reports.
- v. Drafting of covering (leaf, explanatory) memos for committees.
- vi. Collation of meeting folders.
- vii. Assignments requiring exercise of initiative.
- viii. Assistance with training of staff.
- ix. In attendance at statutory committee meetings relating to his posting/schedule.
- x. In charged in the absence of a principal assistant registrar.
- xi. Any other assignment given from time to time.

L. PRINCIPAL ASSISTANT REGISTRAR (PAR)

Head of a division of the registry; substantive faculty officer, student affairs officers, personnel council; council and general duties officer, senate officer under strict supervision of the registrar; co-ordinates and is responsible for the functions of the divisions, departments and units under him.

- i. Takes initiative in recommending reviews of policies, rules and regulations as well as rearrangement of registry structure.
- ii. Secretary to students and staff disciplinary committees.
- iii. Lead memos for statutory committees.
- iv. Secretary to statutory committees.
- v. Responding to minutes and advising on decisions.
- vi. Chairman of certain level of ad-hoc committees.
- vii. Stands in for deputy registrar.
- viii. Represents Deputy registrar or the registrar.
- ix. Advises committees especially faculty and departmental appraisal committees to ensure that annual assessments agree with standing rules and regulations or that academic operations in the Faculty are in line with rules and regulations.

M. DEPUTY REGISTRAR/DIRECTOR

- i. Managing a division/directorate of the registry.
- ii. Representing the registrar.
- iii. Acts for the registrar.
- iv. Training staff.
- v. Vetting minutes, reports etc.

OFFICE OF THE REGISTRAR

SCHEDULE OF DUTIES

N. THE REGISTRAR

The Registrar is the chief administrative officer of the university responsible to the Vice-Chancellor for the day-to-day administration of the university.

1.

- a. Co-ordination of the work of the registry.
- b. Appraisal report on all registry staff.
- c. Liaison with the Vice-Chancellor, directors, heads of departments and other areas of university activities for the smooth running of the university staff appointments, promotions and conditions of service.
- d. Custody of university seal and of contract documents for council;
- e. Monitoring matters relating to public relations and security.
- f. Monitoring students' welfare operations;
- g. Monitoring administrative operations in the respective areas of university activities.
- h. Legal matters.

2.

- a. Council and council committees;
- b. Finance and general purpose committee.
- c. Tenders board

- d. Development committee
- e. Senate.
- f. Congregation and convocation.
- g. Appointment and promotion committees (Academic and Administrative and Technical).
- h. Ceremonials and Honorary Degrees Committee.

3.

Chairman, Junior staff committee

Other functions as may arrive from time to time

4.

Posting Administrative, Technical and Junior Staff.

In order to reduce his work-load, the registrar appoints his administrative staff to serve as the secretaries to some of these Boards and committees or to be in attendance.

There is also some decentralization of functions by the creation of divisions in the registry manned by senior administrative officers. There are at present four major divisions, namely: Directorate of personnel officers; Directorate of academic affairs; Directorate of students' affairs and Directorate of council affairs.

Under these officers are other administrative officers in charge of sections/units in the divisions. There are also other units not closely related to the work in the divisions. These units are under administrative staff responsible to the registrar.

In spite of the decentralization, it is important for all Heads of divisions and sections to bear in mind that the registry is one department and all schedule officers are directly responsible to the registrar as the head of the department. The registrar shall, therefore, be consulted at all times, especially when issuing important correspondence both internally and externally in order to avoid individual decisions and actions that may be embarrassing to the university, the Vice-Chancellor, the Registrar and to other persons mostly at meeting of Boards and committees. In the final analysis, the registrar accepts full responsibility for errors omissions and commissions as well as good performance on the part of all Administrative staff; heads divisions and schedule officers; etc.

However, all Heads of Divisions and Schedule Officers shall endeavour to have general knowledge of administrative duties in other Division/Sections and in the Faculties. They shall apply themselves diligently to their duties. The failures on the part of any officer in the discharge of his duties affects not only the Heads of Divisions and Schedule Officers but also the whole Office of the Registrar as a Department and the Schedule officers. Therefore, all concerned shall interact and project the spirit of team work for effective administrative service at all times.

15. ADMINISTRATIVE PROCEDURES

APPOINTMENTS/PROMOTIONS

1. APPOINTMENT

Vacancies in the establishment of any department shall normally be filled either by promotion from among serving staff of University or by appointment after due advertisement and interview. Appointments are made by the Council on the recommendation of the Appointments and Promotions Committees (Academic and Non-Teaching).

Letters of Appointment are issued by the Registrar and Secretary to Council or an authorized member of the University Administration acting on his behalf to whom a letter of acceptance shall be sent within one month. The authorized members are the personnel officers.

Disqualification for Appointment

(a) No person shall be eligible for appointment to a post in the University who has:

- i. Been found guilty of a criminal offence;
- ii. Been dismissed or had his appointment terminated on grounds of misconduct or inefficiency from all post in the University or other public service; or;
- iii. Been known to have made false statements in any way, particularly when applying for a post.

(b) Where an employee is found to have deliberately concealed such information from the University, he shall be liable to summary dismissal.

(c) An employee whose appointment in the University, has been terminated on grounds of misconduct shall not be re-appointed to the service of the University.

Temporary Appointment

Notwithstanding the above provisions, a temporary appointment may be terminated at any time by either party by one (1) months' notice given in writing or payment of one (1) month's salary in lieu of notice.

Appointments and Promotions Committees

There shall be two (2) standing committees charged with the responsibility for Appointments and Promotions of Academic Staff and Non-Teaching Senior Staff. These are:

(a) Appointments and Promotions Committee (Academic Staff)

(b) Appointments and Promotions Committee Administrative Professional and Technical Staff (Administrative and Technical).

Appointments and Promotions Committee for Academic Staff

(a) Membership

The Appointments and Promotions Committee (Academic Staff) shall consist of:

- I. The Vice-Chancellor as Chairman
- ii. Deputy Chancellor (Academic & Administration)
- iii. Deans of Faculty
- iv. Provost(s)
- V. The University Librarian
- vi. Two (2) elected members of Senate
- vii. Two (2) External Members of Council
- viii. The Registrar
- ix, The Establishments Officer to serve as Secretary.

Appointments and Promotions Committee for Administrative, Professional and Technical Staff Membership

The Appointments and Promotions Committee (A&PC) for Non- Teaching Staff on HATISS 6 and above shall consist of:

- i. The Vice-Chancellor as Chairman
- ii. The Deputy Vice-Chancellor (Administration/Academic)
- iii. The Registrar
- iv. The Bursar
- V. The University Librarian
- vi. The Director of Works/Services vii. The Director of Health Services
- viii, Two (2) external members of Council besides (1) and (ii) above.
- vix. Representative in Council of Admin/Tech. Staff
The Establishments Officer as Secretary

Date of Commencement of Appointment

An appointment commences from the date an employee assumes duty.

Declaration of Age.

Every member of staff of the University is obliged to disclose his true age by means of a birth certificate or other acceptable means on first appointment. No alteration is permitted.

Medical Examination

Appointment to an established post is subject to the submission by the new appointee of a Certificate of Fitness duly signed by the Director of Health Services of the University or a fully registered Medical Practitioner in a Government or University Teaching Hospital, subject to the approval of the Director of Health Services.

2. PROMOTIONS

Qualifying/Residency Period to be considered:

Promotion shall normally be considered after staff must have spent at least three (3) years since first appointment or last promotion in the University by the next 1st October, subject to any modification in the call circular, which will state the cut-off date. This is the minimum period for staff whose performance is above average. However for the Academic Staff, the new guidelines for appointment and promotions shall be followed.

Promotions and Vacancies

Promotions are normally subject to vacancies at the higher levels. When preparing their estimates proposals for the coming year, Heads of Department are expected to allow for all possible promotions. However, if the estimates proposals have not covered a post to which promotion on other grounds may be recommended, the Head of Department concerned may make a supplementary recommendation to the Development Committee for an adjustment of grade level within the total number of posts already provisionally agreed for the cadre concerned. It must be noted that:

- a) If the provision in the estimates is not finally approved, it may not be possible to make the promotion where it is subject to vacancy;
- b) The approval of any post does not guarantee promotion to that post;
- c) At the higher level of any cadre, the number of posts established must be based on the duty positions in the Department concerned and the need to maintain a balance between grade levels. Where necessary, promotion may have to be by selection among those staff eligible for consideration.

PROCEDURE FOR APPOINTMENTS AND PROMOTIONS OF ACADEMIC STAFF

A. GENERAL

1. Promotion shall be made normally from one rank to the next but a Senior Lecturer who has spent at least six (6) years in the position can apply for the position of a Professor provided the candidate satisfies the requirements for a Professor.

2. All academic positions for fresh appointments will be advertised.

3. Appointments to academic positions shall be made at any time of year after the normal processes of assessment.

4. Appraisals for promotions shall be conducted once a year. The process shall begin within each academic department from 1st April to 30 April of each year.

All papers for appraisal/assessments shall be submitted to the department by the 1st April, but not later than 30th April. Any materials received after 30th April will not be considered in the year of the exercise. Recommendations from the departments shall reach the Colleges/Faculties by the 1st of May, but not later than the 7th of May. Recommendations from the Faculties must reach the Registrar not later than 15 of June.

5. The Department Appointments/Promotions Committee (A&PC) shall consist of the Head of Department (Chairman), all Professors, Readers and Senior Lecturers in the Department to consider appointments and promotions up to Senior Lecturer positions (Part I Cases). However, when considerations are being made for the positions of Reader(s) and/or Professor(s) (Part II Cases), only Professors shall be involved. No Acting Head of Departments shall be involved in the consideration and assessment of any Part II Case (including the Acting Head of Department, if him/her is a candidate for promotion).

6. The Faculty Appointments / Promotions Committee (A&PC) shall consist of the Dean (Chairman), Heads of Departments, Acting Heads of Departments, Professors and the Representative(s) as elected by the Faculty Board who shall not be less than the rank of Senior Lecturer for Part I Cases (appointments and promotions up to the position of Senior Lecturer) while Part II Cases (appointments and promotions of Readers and Professors) shall be handled by the Dean (Chairman), Heads of Departments and all Professors only.

7. The College Appointments/Promotions Committee shall consist of the Provost (Chairman), Deans of Faculties, Heads of Departments, Acting Heads of Departments and Faculty Representatives (not less than the rank of Senior Lecturers) as elected by the various Faculties Boards for Part I Cases while Part II Cases shall be handled by the Provost (Chairman), Heads of Departments and all Professors.

8. In all cases of promotions and new appointments, the same criteria shall be used for the determination of the rank.

9. In the event that an application fails either at the Department/Faculty/College A & PC or the Central Appointments and Promotions Committee [Academic] level, the candidate concerned must be officially informed immediately (at least within 72 hours) by the Head of Department/Dean or the Registrar, whichever is applicable, stating why the application was unsuccessful.

10. It is to be emphasized, however, that obtaining a pass mark in the point system, in the manner prescribed in the guidelines, does not automatically qualify a candidate for appointment to a particular position. Such a pass mark merely qualifies the candidate to be considered by the various A & P Committees of the University.

11. Promotion cases that fail at the Departmental / Faculty levels should not be taken further but the candidate should be informed by the Acting /Head of Department / Dean / Provost as it applies within 72 hours why the application failed. However, if such a candidate feels otherwise, please see F - Section on Petitions below.

12. A Part II candidate who fails at the interview stage of the University shall not have his/her publications sent out for external assessment but may reapply the following year with additional publications through the usual process from the departmental level.

13. Only academic staff members serving on ground offering 'continuous service satisfy residency and are eligible for consideration for promotion. For the avoidance of doubt, the case of a member of staff whose papers had been submitted and were being considered before such a member of staff proceeded on study leave with pay sabbatical leave shall, however, be processed. Staff on Leave of Absence without pay is not eligible for promotion.

B. ASSESSMENT OF PUBLICATIONS

1. Staff below the rank of Senior Lecturer shall not be assessed based on books published.

2. Very Important for the Ranks of Senior Lecturer and Above

For promotion to any rank above Senior Lecturer, only books published by reputable academic publishers shall be accepted. **At least sixty percent (60%) of the score from publications shall come from journal articles. In that respect, not more than 10% of the total score allotted to research and publications shall be obtained from book publications. At least thirty (30%) percent of the total score from publications for a Professorial position, 25% for Readership and at least 20% for Senior Lecturer must be from reputable international journals (a**

reputable international journal in this context means a scientific indexed journal with verifiable location and sound peer- review process, having the membership of the Editorial Board and authors contributions reflecting international spread). For avoidance of doubt, the candidates should include the journal home and title page(s) showing the list of the Editorial Board members and other contributors in the issue where the article being assessed was published.

In addition, it is expected that any candidate applying for the position of a Senior Lecturer and above must show clear research focus, which must be verifiable from the publications.

3. Deadline for Publications in the Year of Promotion

Generally, only the articles published latest by the 30^o April of the year in which promotion is being sought shall be accepted for the purpose of that promotion. This is necessary to make the process of appraisal decent and avoid confusion when the process has already started

4. Letter of Acceptance (Manuscript Accepted for Publication)

Letter of acceptance of publication dated latest 30^o April of the year in which promotion is being sought shall be accepted for at most in 50% of the total publications a candidate for Lecturer I position presents. A candidate for Senior Lecturer position should not have more than 30% of his/her total publications as accepted papers (Letters of Acceptance of Publications). For promotion to the rank of Reader and Professor, Letters of Acceptance of publications shall not be used (that is, all publications should have been published by 30^o April of the year of promotion).

5. Publications in the same Journal

For promotion to the positions of Readers / Associate Arts Director and Professors/Arts Director, not more than 30% of the total number of journal publications should have been published in the same journal. A good spread of publications is consistent with sound scholarship.

6. New Journals

Publications in scientific journals that have not gone beyond three volumes should not exceed 10% of the total journal publications of any candidate seeking promotion.

7. National Journals A national journal may not be indexed and contributions and circulation may be limited to Nigeria but such journals should be determined by the various Departments and Faculties/Colleges.

8. Disallowed Journals

Publications in journals based in Colleges of Education and Polytechnics, as well as textbooks published for primary and secondary schools are not acceptable for promotion purposes in the University of Port Harcourt.

9. Joint Authorship

In joint authorship of a publication or publications that one of the authors (the candidate) is presenting for promotion, there should be a clear statement by the candidate concerning his / her contribution(s) in the publication(s) and endorsed by the Head/ Acting Head of Department who must have verified the claim. This means that each co-author should have a percentage contribution in each of such publication(s). The following shall be applied in scoring the candidate from such publication(s):

(a) For two authors each author gets maximum score.

(b) For three or more authors, the lead author gets 60% of the points while the other authors get 40% each.

(c) a candidate seeking promotion to the grade of Reader or Professor should be lead author or corresponding author in at least 25% of his/her journal articles.

It should be noted that the above provisions are also applicable to non-journal publications.

(10) Scholarly Publications

They include articles in peer-review journals, referred books, articles in referred proceedings, monographs, technical reports and patents showing originality and contribution to knowledge.

a. Book: In addition to number 8 of B. above, a book must be published by a recognized, standard publisher and must have proper ISBN number. **It must be published in the candidate's area of specialization and edited by reputable scholar(s).**

b. A maximum of 20% (12 points) should be earned from books/monographs and chapters in books combined. (See glossary for definition of monograph).

Categories/Grades of Books

(a) Category or Grade A Book (0-6 points): This is a product of original research work which makes a major contribution to knowledge in the author's area of specialization. It can attract a maximum score of 6 points.

(b) Category or Grade B Book (0-5 points): This a creative book such as in arts, plays, novels, etc. usually in the candidate's specialty. This can attract a maximum score of 5 points.

(c) Category or Grade C Book (0-3): This a compilation of existing 'knowledge in an area in a new form such as reviews and teaching manuals. Such a book can only attract a maximum score of 3 points.

(d) Category or Grade D Book: This is basically a write-up lifted verbatim from the work of other authors. This should not attract any point. This would rather attract sanctions or penalties.

(11) Scoring of Research and Publications

- (a) Article in a Learned Journal 0 to 3 points
- (b) Technical Reports 0 to 2 points
- (c) Published books in area of specialization and related areas. 0 to 6 points
- (d) Chapter in a referred book (scored together irrespective of the number of chapters but preferably should be a maximum of two chapters in all) 0 to 3 points
- (e) Book Review/Editorship of Book 0 to 1 point (maximum 3 points)
- (f) Paper in published conference proceedings 0 to 2 points
- (g) Published full length translation of an article provided that the article is not published in more than one language by the same author. 0 to 1 point
- (h) Published full length translation of books provided that the book is not published in more than one language by the same author 0 to 3 points (maximum 12 points)

(I) Bibliographies

- i. Journal - Unannotated 0 to 1 point
Annotated 0 to 3 points
- ii. Monograph - Unannotated 0 to 1 point
Annotated 0 to 2 points
- iii. Book - Unannotated 0 to 3 points
Annotated 0 to 6 points

j.) e-Journal Publications

e-Journal publications must be made from indexed publications which are peer reviewed. Not more than 10% of publications should be from e-journals."

12. Artistic Works

- (a) Short Creative Writing (i.e. a drama between 30 minutes and hour, a short story or a musical composition between 15 minutes and 30 minutes, a corpus of at least 20 poems) which must be refereed and published would be equivalent to a scholarly article. 0 to 3 points.
- (b) Solo exhibition of not less than 20 works 0 to 6 points
- (c) Joint Exhibition of two Artists (10 new works) 0 to 3 points

- (d) Art Exhibition of at least 10 new works 0 to 2 points
- (e) Group Exhibition of 3 or more Artists (10 new works) 0 to 2 points
- (f) A collection or an annotated anthology of 30 poems (which must be refereed and published) is equivalent to a monograph. 0 to 2 points
- (g) Full-length play (i.e. 1½ hours and above must be refereed and published) is equivalent to book. 0 to 6 points
- (h) A musical composition of 1½ hours and above (must be referred and published) 0 to 3 points
- (l) Creative Production (e.g. sculpture, Production of Drama, Opera Composition; Film/TV, Acting/Directing, Choreography, Designers subject to a maximum of 2 per year). For assessment purposes, 40% will be from Creative Production and 60% from Critical Writing. 0 to 3 points

13. Scoring of Patents, Scientific/Creative Works/Products

Patents

- (i) National - 5 points
(ii) International - 7 points

A candidate is scored either for National or International Scientific/Breakthrough/Creative Works patent - 5 points

Products derived from breakthroughs approved by International Bodies (e.g. WHO accepted drugs) - 10 points

14. Calculation of the Points for Research and Publications.

- First, decide on the overall score for the publication or the artistic work such as 2 points out of the maximum 3 points for a journal article or creative works or 4 points out of the maximum 6 points for books.

- Second, calculate the candidate's score out of the 2 points you had already awarded to the publication by using the percentage contribution of the candidate as indicated in the candidate's Curriculum vitae as confirmed by the candidate's Head of Department [See number 9 above for details, and the Table 1 on Weighting of the Scoring Areas for the minimum scores from publications for promotions to different positions).

- Please note that obtaining the minimum scores for positions of Reader and Professor do not automatically mean that the candidate is promotable except the candidate satisfies the other requirements such as B numbers 2, 5 and 6 above.

15 Double Scoring

- It is ethically wrong for a researcher to report the same research 'finding(s) in different publications for the purpose of increasing the number of his/her publications. When this is discovered, only one publication should be assessed and scored and the candidate should be warned.

- When one or more publications extracted from a thesis or dissertation has been assessed and scored, the thesis or dissertation should not be scored also.

C. OTHER AREAS OF SCORING THE SCORING SYSTEM

1. Other Areas of Scoring

- (a) Qualifications
- (b) Teaching/Professional Experience
- (c) Professional activities
- (d) University/Public service
- (e) Administrative Experience

2. Scoring System Qualifications:

Academic

(1) Bachelor's Degree:	1 st Class (Hons)	5.0 points
	2 Class (Hons)	4.0 points
	Upper Division	
(ii) Master's Degree Without Thesis		6.0 points
(iii) Master's Degree with Thesis		7.0 points
(iv) Special master's degree: three years or more		8.0 points
(v) MBBS/BDS Degrees		7.0 points
(vi) Doctoral Degrees (including M.D. degrees of British Universities and University of Port Harcourt or Fellowship of West African College of Surgeons or National Postgraduate Medical College of Nigeria or its equivalent from a recognized professional Medical/Dental Body abroad duly registered by Medical and Dental Council of Nigeria (MDCN)		10.0 points

Degree Equivalents in French

- | | |
|----------------|--------|
| (i) Diploma | DOUG |
| (ii) B.A/B.Sc. | LICANA |

- | | |
|---------------|----------|
| (iii) Masters | MAST |
| (iv) Ph.D. | DECTARAT |

Professional

Beyond first degree by examination/dissertation 3.0 points

Teaching/Professional Experience

(a) For each full year of teaching or equivalent Experience (Quality to be ascertained from the Course Evaluation Questionnaire) 0 to 1 point (10 points maximum)

(b) Part-Time teaching in the University and/or an Institution of comparable stature before joining the University of Port Harcourt 0 to 0.5 points (10 points maximum)

Professional Activities

- | | |
|--|------------|
| (a) Office in National and international professional Association. | 0-1 point |
| (b) Editorship of a reputable journal. | 0-3 points |
| (c) Associate Editor. | 0-2 points |
| (d) Membership of Editorial Board | 0-1 point |

University/Public Service

(a) Appointment as University External Examiner, 0 to ½ point per year up to a University Committee, Ad Hoc and Statutory Board, maximum of 2 points
Service at Faculty Level, Hall Wardens, Assistant Hall Wardens, etc.

(b) Appointment (on professional merit to outside body) 0 to 1 point per year up to a maximum of 2 points

Administrative Experience

Acting Headship of Department, Acting Dean, and other administrative positions 0 to 1 point per year up to a maximum of 3 points

Conferences

It is mandatory for candidates aspiring for professorship to attend conferences at least in the last three years. Failure to attend conferences may result in denial of promotion.

Membership and Registration in Professional Bodies/Societies

Aspirants to the position of Professor of Professional courses must be Registered by the regulatory bodies: Engineering, Accounting, Nursing, Medical, Pharmacy etc. for non-professional courses, aspirants should be members of such professional societies.

D. ASSESSMENT

(i) Graduate Assistant/Research Assistant

The minimum qualification for the post is a bachelor's degree with second Class honours upper division or its equivalent. Occupants of this position must serve for two years before they are eligible for promotion. In addition, the candidates must have a minimum qualifying score of 4.00 points.

(ii) Assistant Lecturer/Assistant Research Fellow

The qualification for appointment to the position of Assistant Lecturer shall be a master's degree although candidates with a 1st Class Bachelor's degree who have relevant experience may also be considered. Holders of this position must serve normally for three years before they are eligible for promotion with a minimum qualifying score of 4.00 points. For Law programme, an Assistant lecturer should possess First degree in Law with a minimum of 2nd class upper and a B.L.

(iii) Lecturer II/Research Fellow II

The usual qualification for appointment or promotion to this position is a PhD or its equivalent. Persons without this qualification, however, may be appointed or promoted to the post if they have adequate teaching and/or professional experience, and evidence or promise in research. In addition, the candidates must obtain a total minimum qualifying score of 7.00 points from qualifications. For Law programme, Masters in Law and a B. L. are required.

(iv) Lecturer I/Research Fellow I

For appointment or promotion to this post, a candidate should, in addition to the requirement for the post of Lecturer I/Research fellow II/Arts Fellow Grade II, serve normally for three years as a Lecturer 11 in a University or in an Institution of similar status or had relevant professional experience elsewhere. In addition, the candidates must have a total minimum qualifying score of 17 points, out of which 7.0 must be obtained from qualifications, 2.0 from teaching/professional experience, and 8.0 from research and publications.

Note: The period indicated for the other categories is 3 years as against 2 years for Graduate Assistants

(v) Senior Lecturer/Senior Research Fellow/Senior Arts Fellow

For appointment or promotion to Senior Lecturer / Senior Research Fellow/Senior Arts Fellow, a PhD shall be the required qualification. To be promoted from Lecturer 1 to Senior Lecturer, a candidate must have served normally for 3 years as Lecturer 1. On the whole, the candidate should have had 6 years of teaching experience in a University or Institution of similar status. For the purpose of promotion from Lecturer I to Senior Lecturer or appointment as Senior Lecturer, there shall be an internal assessment of the candidate's publications by the Faculty. The candidate must have a total minimum qualifying score of 39 points out of which a minimum of 10.0 must be obtained from qualifications, 5.0 from teaching professional experience, 20 from research and publications and 2.0 each from professional activities and University/public service.

(vi) Reader/Professor

Appointment or promotion to the grade of Reader/Professor shall be on the basis of outstanding and continuing scholarly achievement. Such achievement will be expressed mainly in form of publications. To be eligible for appointment or promotion from Senior Lecturer to Reader, candidate must have served in the position of Senior Lecturer or its equivalent normally for three years and shown evidence of outstanding scholarly ability.

(a) Reader

To be appointed or promoted to the position of a Reader / Associate Arts Director, the candidate must obtain a total minimum qualifying score of at least 81.0 points out of which at least 10.0 must be from qualifications, 8.0 from teaching/professional experience, 50 points from research and publications, 5.0 points each from professional activities and University/public service and 3 points from Administrative experience.

(b) Professor

To be appointed or promoted Professor/Arts Director, the candidate must have normally served as a Reader for 3 years or a Senior Lecturer for a minimum of 6 years and, obtain a total minimum qualifying score of at least 95 points out of which at least 10.0 points each must be from qualifications, teaching / professional experience, 60 points from research and publications and 6.0 points each from professional activities and University/public service while 3.0 points should come from Administrative experience.

E. ASSESSMENT PROCEDURE FOR APPOINTMENT OR PROMOTION OF READER OR ASSOCIATE ARTS DIRECTOR/PROFESSOR OR ARTS DIRECTOR

(1) On the advice of Provost of College/Dean of Faculty, the Vice- Chancellor, on behalf of the University Central Appointments and Promotions Committee (Academic) shall decide to advertise all existing vacancies for the post of Reader/Professor.

(ii) After receipt of applications, a shortlist of qualified candidates shall be made. Those candidates shall be requested to submit their published works to the College/Faculty for consideration.

- (iii) The College/Faculty shall make a prima facie case to the University Central Appointments and Promotions Committee (Academic) for external assessment of the candidates published works. If a prima facie case is established for the candidate at the University Central Appointments and Promotions Committee (Academic), an interview with an External Assessor shall be organized for the candidate for further assessment. If the candidate is successful at the interview, then an approval will be 'given by the University Central Appointments and Promotion Committee (Academic) for the candidate's published works to be sent to three External Assessors different from the External Assessor that assessed the candidate at the interview assessment. Interview shall not be weighted but decisions to be reached by consensus.

(iv) Where the interview assessment for Readership or Professorship was not successful, the candidate has the option to re-present his/her papers through the Departmental Appointments and Promotions Committee after at least one year.

(v) The Provost / Dean of the College / Faculty shall submit to the Vice-Chancellor a list of 6 names of possible assessors. The nominees shall not be:

(a) Current external examiners to the Department Concerned.

(b) A member of staff who had left the University in the past five years.

(vi) On receipt of at least two positive reports of the External Assessors, the University Appointments and Promotions Committee shall consider the reports accordingly and make the final decision on the candidate's application.

(vii) To facilitate timely conclusion on applications for Readership and Professorship, initial contacts could be made with the proposed External Assessors through speed posts with the candidate's CV containing the list of the publications to the Assessor who would be asked to indicate willingness to assess the candidate within three months. The Assessor could be asked to indicate his/her interest to assist in assessing the candidate through phone contact with the Registrar or Director (Academic), following which the candidate's publications would be sent to the Assessor through confidential speed post. Every effort should be made to conclude Readership or Associate Arts Director/Professorship or Arts Director assessment process within one year.

F. GUIDELINES ON APPOINTMENT AND PROMOTION OF THE ACADEMIC STAFF OF THE LIBRARY

The assessment of the academic staff of the Library should be similar to the other academic (teaching) staff in the University. They must be encouraged to give more attention to research and publications especially as they mature in the profession so as to generate more knowledge that can advance the practice of the profession.

CRITERIA FOR ASSESSMENT

Just like the teaching staff, the criteria for the assessment of academic staff of the library include:

- Qualifications
- Professional Experience
- Research and Publications
- Professional Activities
- University/Public Service

- Administrative Experience
(Note: Please see Table 2 for more guidance)

(i) Appointment of Assistant Librarian

- a good first degree in Library Science or relevant field
- Well motivated to pursue professional career in the field

To qualify for appointment as Assistant Librarian, the candidate must score a minimum of 4.0 points.

(ii) Promotion or Upgrading from Assistant Librarian to Librarian II

- Possession of a relevant higher degree
- May be upgraded from Assistant Librarian to Librarian II after obtaining the relevant degree in the profession

A minimum of 7.0 points must be scored by the candidate to qualify for promotion or upgrading to Librarian II.

(iii) Promotion from Librarian II to Librarian I

- At least after 3 years of experience as Librarian II
- Possession of a relevant higher degree to qualify to be promoted Librarian I, the candidate must score a minimum of 17.0 points.

(iv) Promotion Librarian I to Senior Librarian

- Evidence of commitment to research and publications.
- Should be able to give professional leadership to the younger colleagues
- Must have spent a minimum of 3 years as a Librarian I
- Possession of a higher degree

A minimum of 39 points must be scored by the candidate to qualify for the promotion.

(v) Promotion from Senior Librarian to Deputy University Librarian

- Adequate professional experience after at least 3 years as a Senior Librarian
- Outstanding professional contributions to knowledge through outstanding research and publications
- Possession of a PhD in library studies or relevant field

The candidate must score at least 81.0 points after assessment to qualify for the promotion.

(vi) Appointment or Promotion to University Librarian

- Possession of a PhD
- Outstanding research and publications
- Outstanding professional contributions
- Adequate professional experience

It is expected that such a candidate must score not less than 95.0 points after assessment to qualify for this position.

G. LISTING OF THE PUBLICATIONS IN THE CURRICULUM VITAE OF THE CANDIDATE

For purposes of uniformity, consistency and easy assessment of the publications, the following should be adhered to in the presentation of the list of publications in the candidates' curriculum vitae:

1. General style Referencing should be discipline specific.
2. The serial numbering of the hard copies of candidate's publications should be same with the numbering in the curriculum vitae.
3. The publications should be listed from the oldest to the latest. For example, the publications of 2000 should be listed before those of 2012.
4. In listing the publications in the CV, the candidate's name should be highlighted (in bold).
5. In case of joint authorship, all the names of the co-authors must be written in the order in which they appear in the original published paper.
6. The publications used by the candidate in the previous promotion(s) should be marked with asterisk to differentiate them from the new publications.
7. The journal title where the paper was published should be written in full whether it has internationally accepted abbreviation or not. The journal title should also be highlighted. The location. (country) of the journal office should be written in parentheses at the end.
8. The candidate should indicate the publications that define his/her research focus,
9. The publications below are used to illustrate the format of presenting the publications in the CV. Please note that the hypothetical percentage contributions indicated are purely for illustration purposes.

Journal Articles (Print Version)

(a) Yark V, Rennie D. Disclosure of researcher contributions: a study of original researcher articles in The Lancet. Annals of Internal Medicine 1996; 130: 661-670. (UK) (My contribution in this paper is 60%). In this example, Yark V is the candidate going for promotion and has claimed 60% contribution in the publication of the paper, which the candidate must have settled with the co-author and approved by the Head of Department.

(b) Gibbs M. The right to development and indigenous peoples: lessons from New Zealand. World Development 2005, 33(8): 1365-1378. (USA)

- Journal Articles (Electronic version) with no DOI

(a) Harrison B, Papa R. The development of an indigenous knowledge program in a New Zealand Maori-language immersion school. **Anthropology and Education Quarterly** 2005; 36(1): 57-72. Retrieved from ProQuest Education Journals database. (USA)

- Journal Articles (Electronic version) with DOI

(a) Hohepa M, **Schofield G**, Kolt GS. Physical activity: What do high school students think? **Journal of Adolescent Health** 2006; 39(3): 328-336. Doi: 10.1016/j.jadohealth 2005, 12024 (USA)

For Books

(a) Godlee F, **Jeffersen T**. Peer Review in Health Sciences. London: BMJ Books; 1999. (My contribution in the publication of this book is 30%).
Again, Jeffersen T is the one going for promotion and has claimed 30% contribution in the book publication, which the candidate must have settled with the co-author with the approval of the Head of Department.

- Chapter in Edited Book:

(b) **Helber LE**. Redeveloping one to one resort for new marlets. In MV Conlin& T Baun (eds), Island tourism: Management principles and practice (pp105-113). Chichester, England: John Wiley; 1995.

- Paper Presented in a Conference

(a) **Bochner S**. Mentoring in higher education: Issues to be addressed in developing a mentoring programme. Paper presented at the Australian association for Research in Education Conference, Singapore (November, 1996).

H. PETITIONS

Guidelines for Handling Petition Arising From Promotions

A candidate not recommended for promotion can petition at any point in the appraisal process in the manner prescribed below:

1. Petition against Rejection at Departmental Level

(a) The petition shall be addressed to the Provost/Dean of College/ Faculty through the Head of Department.

(b) The petition shall first be discussed by the Department Appointments / Promotions Committee before being transmitted with appropriate comments to the Provost/ Dean by the Head of Department

(c) The Provost /Dean shall present the petition together with the comments of the Head of Department, to the College/Faculty/Appointments and Promotions Committee.

(d) The decision of the College/Faculty/Appointments and Promotions Committee shall be final.

2. Petition against Rejection at College/Faculty Level

a. The petition shall be addressed to the Chairman of the University Central Appointments and Promotions Committee (Academic) through the Provost/Dean of the College / Faculty and through the Head of Department.

- b) It shall first be discussed by the College / Faculty Appointments and Promotions Committee (Academic)
- c) The comments, together with the petition shall be forwarded to the University Central Appointments and Promotions Committee (Academic)
- d. The decision of the University Central Appointments and Promotions Committee (Academic) shall be final

3. Petition against Decisions of the University Central Appointments and Promotions Committee (Academic)

- a) Petition at this level can only be accommodated where the candidates provides fresh evidence that was not available to the University Central Appointments and Promotions Committee(Academic) at the time of its earlier decision.
- b) The petition shall be addressed to the Chairman of the University Central Appointments and Promotions Committee (Academic) through the Provost/Dean of the College/Faculty.
- c) The comments of the College/Faculty Appointments and Promotions Committee (Academic) together with the petition shall be forwarded to the University Central Appointments and Promotions Committee (Academic).
- d) The decision of the University Central Appointments and Promotions Committee (Academic) on this matter shall be final.

GLOSSARY

Publication	A work issued to the public for the advancement of knowledge in one of several forms. Article in learned journal, monograph, book, novel, chapter in a refereed book, book review, indexes, paper in published conference proceedings, translations, bibliographies, arts exhibition, musical compositions, technical designs, dramatic, poetic and narrative writing. To be acceptable such works must have been refereed / assessed prior to publication.
Book	A refereed published work with an independent physical existence. In the context of this document, it should normally be a contribution to knowledge at University level.
Monograph	A separate treaty on a single subject or class of subjects or on one person usually detailed in treatment but not extensive in scope and often containing extensive Bibliographies frequently published in series. In the context of this document, Monograph should be a refereed publication.

Journal	A periodical issued by a learned/professional society or institution and containing new proceedings, transaction, researched reports or work, analytical, critical and creative work in a particular field.
Article	A contribution written by one or more persons and published in a journal
Paper	For the purposes of this document, paper is the same as Article
Index	A detained alphabetical list or table of topics, names of persons, places, etc treated or mentioned in a book pointing out their exact position in the volume usually by page number (sometimes with an additional symbol indicating a portion of a page) but often by section, or entry number
Anthology	A collection of choice texts, usually of poetry, or on one subject from the writings of one author, or various authors and having common characteristics such as subject matter or literary form.
Musical Composition	Material written in musical symbols to be performed alone or to suit words for singing.
Exhibition	Display of works of art in two- or three-dimensional form for public appreciation. In the context of this document, such display will be subject to critical assessment by experts (internal or external) in the discipline, and will normally be expected to have some degree of documentation of the medium and style employed as well as the social relevance of the works as a whole conceived from a unifying theme. The documentation together with photographs, preferably in colour, of the works displayed should be bound and made available for assessment.
Accepted for Publication	This implies a manuscript that has been refereed and adjudged definitive for publication. In the context of this document, a Letter of Acceptance must indicate that all possible corrections have been carried out to the satisfaction of the publishers and the manuscripts is in the final form for publication
In Press	Works for which galley proofs are available
Bibliography	A listing of all kinds of books and periodicals/articles by an author or authors or about subjects, this could be annotated or un-annotated.
Annotation	A short elucidation, evaluation, description or summary of the subject content of an entry in a bibliography
Guide	A treatise or compendium on a special subject, often a simple but all-embracing treatment containing concise information which serves to direct, show the way to use or conduct. It should be small enough to be held in hand, but strictly a book of science or technology written primarily for practitioner and serving as a book for constant revision or reference.
Manual	For the purpose of this document, Manual is the same as Guide
Technical Report	A document which gives the results of a scientific investigation or applied research or technical development, or evaluation, presented in a form suitable for dissemination to the technical community. It must be capable of making some important contribution to knowledge or understanding. Usually more detailed than an article or paper appearing in a journal or presented as a technical conference or meeting, it will normally contain sufficient data to enable the qualified reader to evaluate the investigative

process in response to a specific request or need and submitted to the individual or agency making the request or commissioning the investigation.

TABLE 1: WEIGHTING OF THE SCORING AREAS

AREAS OF SCORING	PROFESSOR/ ARTS DIRECTOR	READER/SENIOR ASSOCIATE ARTS DIRECTOR	SENIOR LECTURER/ SENIOR RESEARCH FELLOW/SE NIOR ARTS FELLOW	LECTURER I/ RESEARCH FELLOW I	LECTURER II/ RESEARCH FELLOW II/ ARTS FELLOW GRADE II	ASSISTANT LECTURER/ ASSISTANT RESEARCH FELLOW	GRADUATE ASSISTANT
	MIN POINTS SCORABLE	MIN POINTS SCORABLE	MIN POINTS SCORABLE	MIN POINTS SCORABLE	MIN POINTS SCORABLE	MIN POINTS SCORABLE	MIN POINTS SCORABLE
Qualifications	10.0	10.0	10.0	7.0	7.0	4.0	4.0
Teaching/prof essional experience	10.0	8.0	5.0	2.0	-	-	-
Research and publications	60.0	5.0	20.0	8.0	-	-	-
Professional activities	6.0	5.0	2.0	-	-	-	-
University/ public	6.0	5.0	2.0	-	-	-	-
Administrativ e experience	3.0	3.0	-	-	-	-	-
Total minimum qualifying score	95.0	81.0	39.0	17.0	7.0	4.0	4.0

TABLE 2: WEIGHTING OF THE SCORING AREAS FOR ACADEMIC STAFF IN THE LIBRARY

AREAS OF SCORING	UNIVERSITY LIBRARIAN	DEPUTY LIBRARIAN	SENIOR LIBRARIAN	LIBRARIAN I	LIBRARIAN II	ASSISTANT LIBRARIAN	GRADUATE ASSISTANT
	MIN POINTS SCORABLE	MIN POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE	MIN. POINTS SCORABLE
Qualifications	10.0	10.0	10.0	7.0	7.0	4.0	4.0
Teaching/professional experience	10.0	8.0	5.0	2.0	-	-	-
Research and publications	60.0	50.0	20.0	8.0	-	-	-
Professional activities	6.0	5.0	2.0	-	-	-	-
University/ public	6.0	5.0	2.0	-	-	-	-
Administrative experience	3.0	3.0	-	-	-	-	-
Total minimum qualifying score	95.0	81.0	39.0	17.0	4.0	4.0	4.0

15B. PROCEDURE FOR APPOINTMENT OF SENIOR NON-TEACHING STAFF

Notification of Vacancies:

All vacant posts which are to be filled by advertisement shall be published in such a manner as to ensure adequate publicity both within and outside the University.
(Newspaper Advertisement)

The advertisement shall specify all such conditions, qualifications as are requisite for the vacant posts, and the manner of application.

Processing of Applications

The Registrar shall forward all the applications received to the Establishment Officer who will in turn send them to the Personnel Officer in charge.

Short-Listing

The short-listing of all applications shall be done by the Personnel Officer under the supervision of the Establishment Officer. The Registrar shall approve the list of short-listed candidates after consultation with the Vice-Chancellor.

INTERVIEW

Arrangement for interviews for non-teaching posts shall be made by the Personnel Officer in consultation with the Establishment Officer/Registrar.

Interview Reports:

Interview reports (with summaries of candidates interviewed and decisions on them) must be signed by the Chairman and the Secretary to the Panel. Interview reports for senior staff appointments shall be approved by the appropriate Appointments and Promotion Committee or the Vice-Chancellor on its behalf before offers of appointment are made by the Registrar, while interview reports for Junior Staff appointments shall be approved by the Registrar before offers of appointment are made. Original copies of interview reports shall be kept in Interview Reports File and photocopies put in the personal file of the appointees.

Interview reports for senior staff should not just be reduced to figures and approval or otherwise on a one-line commentary on a dated line. They should include an appreciable summary of the questions and answers given.

15C. CRITERIA FOR APPRAISING/ASSESSING SENIOR PROFESSIONAL, ADMINISTRATIVE AND TECHNICAL STAFF

1. A. DEPARTMENT/FACULTY APPRAISAL COMMITTEES

For the purpose of appraising/assessing Senior Professional, Administrative and Technical Staff of the University, there shall be constituted Departmental/Faculty Appraisal Committees as follows:

i) Departmental/Faculty Appraisal committees consisting of the Head of

Department/Faculty as the Chairman with supervising Officers/Heads of Administrative units as members.

ii) In respect of Registry Staff in other departments/Faculties, the Registrar or his representative shall be at the Appraisal Committee to ensure uniformity in the grading and assessment of Administrative staff.

B. FUNCTIONS OF THE DEPARTMENTAL/FACULTY APPRAISAL COMMITTEE

i) To consider the annual Appraisal report of Professional, Administrative and Technical staff within the Department/Faculty who are on within the CONTISS 6 to 12 and recommend cases for promotions, confirmations and termination of appointment within this cadre to the Appointments and Promotions Committee (SPATS). All cases of staff on CONTISS 13 and 14 should be forwarded to the Appointments and Promotions Committees (SPATS).

ii) To identify and approve cases for normal increment and forward same in tabular form to the Appointments and Promotions Committee (SPATS).

iii) To deliberate on the working environment under which appraises work, identify problems, if any, and make recommendations to the Appointments and Promotions Committee (SPATS).

C. PROMOTION TO CONTISS 13

All cases recommended by the Departmental/Faculty Appraisal Committee for promotion to CONTISS 13 shall be considered by a select Committee of the Appointments and Promotions Committee (SPATS) which should, where necessary, include an external assessor. The Appointments and Promotions Committee (SPATS) may, however, decide on recommendations from the Departmental/Faculty Appraisal Committee without recourse to any external assessors.

D. All cases above CONTISS 14 and 15 shall be advertised internally DE and externally and staff members should feel free to apply.

E. In order to cut down cost of production of the working materials, the papers used for assessment at the departmental/Faculty Committees should be forwarded to the Registry in all cases.

2. THE GRADING SYSTEM

1. The under listed criteria and grading system shall be applied in the assessment of all senior Professional, Administrative and Technical Staff. The relative importance of each set of criteria and the items subsumed under it is indicated by a score. Each score constitutes the highest possible grade that a SPATS member can earn on account of a criterion. Consequently, the score awarded in any particular instance must lie between zero (0) and the maximum score allocated to the specific item. The scoring system is as follows:

(a) BASIC CONDITIONS REQUIRED FOR A JOB AS STIPULATED BY REGULATIONS.....12

- a1) Educational/Professional qualifications.....7
- a2) Initial Level of experience.....5

(b) ADDITIONAL RELEVANT QUALIFICATIONS AND EXPERIENCE.....18

- b1) Educational qualifications....2
- b2) Professional Qualifications.....2
- b3) Length of time in a post.....4
- b4) competence in the present post.....8
- b5) Publications in the area of specialization.....2

(c) DILIGENCE/APPLICATION AND PERSONAL INVOLVEMENT ON THE JOB.....50

- (c1) Integrity....3
- (c2) Attitude to Authority.....2
- (c3) Punctuality and regularity at work.....6
- c4) written expression.....2
- c5) Oral expression.....2
- c6) Accuracy including numerical ability.....1
- c7) acceptance of additional responsibility.....3
- c8) Service in University committees....1
- c9) Membership of relevant outside body....1
- c10) University representation in outside body....1
- c11) Reliability under pressure..... 3
- c12) Relations with staff, students and the public....3
- c13) Supervisory ability....4
- c15) Foresight/Resourcefulness..3
- c16) Thoroughness....3
- c17) judgment....4
- c18) PWPIIGRR..5

Commented [DE1]: Check numberings in this page and adjust accordingly

Professional work procedures instructions, information, guidelines, Rules and Regulations.

(d) ON-THE-JOB PERFORMANCE.....20

- d1) Quantity of output....8
- d2) Quality of work....8
- d3) Promise of improving performance...4

ii. DETERMINATION OF PASS MARKS

ASPATS member who earns a total score between:

70 and above is outstanding or excellent or exceptionally effective and should be promoted subject to confirmation of appointment.

Commented [DE2]: Check with original version

60 to 69	is very good or very effective and should earn accelerated increment.
50 to 59	is good and effective and should earn normal increment.
40 to 49	is fair in the sense that he/she performs duties without serious shortcomings. He/She should also be eligible for normal increment.
30 to 39	is unsatisfactory and definitely ineffective. He/She should be warned in writing. Salary increment should be withheld for that particular period.
Below to 30	is moribund and should be terminated. Faculty or relevant Committee should submit documents to buttress case.

The above provisions are embodied in form PERS. AT 18 (Annual Appraisal/Confirmation of Appointment Form, (Senior Professional, Administrative and Technical Staff)

15D. PROCEDURE FOR APPOINTMENT AND SELECTION OF JUNIOR STAFF, ON CONTISS 1-5

Without prejudice to the power of the Registrar to make temporary appointments to posts on CONTISS 1-5 for a period not exceeding one year, the following procedure shall be followed for the recruitment, selection and appointment of Junior Staff.

1. All vacant posts shall normally be advertised. The draft of the advertisement shall be sent to the Registrar by the Provost/Dean of the College/Faculty or Head of the Administrative/Technical department/Service Unit in which the vacancy occurs.
2. The Registrar shall arrange to advertise the vacancies internally and shall ensure that adequate time is given for the receipt of applications.
3. Copies of the applications duly listed shall be sent to the Dean or the Head concerned within two weeks of the close of the advertisement.
4. The Dean or the Head concerned shall prepare a shortlist of suitable candidates and send to the Registrar within 7 days of the receipt of the scheduled of applications from the Registrar.
5. Interview and selection exercise for post on CONTISS 1-9 shall be conducted in the Faculty or Administrative/Technical Department/service Unit concerned and the report of the interview shall be endorsed by the Dean/Head to the Registrar who shall consider the report and where appropriate approve the report for necessary action on behalf of the Junior Staff Committee.
6. The selection Committee and its Chairman in the Faculty/Department/Service Unit shall be nominated by the Dean/Head concerned and approved by the Registrar. It shall consist of not less than five persons at least one of whom shall be appointed by the appropriate Dean/Head

7. The Secretary to the Selection Committee shall be the Faculty Officer or in the case of a Department by such person as the Registrar may appoint.

8. The Selection Committee shall ensure that the academic, professional requirements as well as experience stipulated in the advertisement are adhered to in making its recommendations.

9. References and necessary background information on candidates shall be sought and placed before interview panel to enable it assess the candidates in detail. In the absence of these, recommended candidates for appointments shall be subject to production of favorable references and or authentic documents.

10. The Registrar shall on behalf of the Junior Staff Committee consider the report and offer appointment, where appropriate, to those recommended and present the interview report to the Junior Staff Committee thereafter.

11. All the appointments to posts on CONTISS 4 and 5 shall be conducted centrally in the Registry. The Chairman shall be the Registrar or his representative and the Secretary to the selection Committee shall be the Personnel Officer (Junior Staff).

15E. PROCEDURES AND CRITERIA FOR PROMOTION OF JUNIOR STAFF

1. In January of each year, the Registrar shall forward appropriate form to all Heads of departments/Service Units and Deans of Faculties inviting annual reports on all Junior staff. Two copies of the form duly completed shall be returned in respect of the Junior Staff to the Registrar.

2. The Junior Staff Officer (Secretary) shall collate reports for consideration by the Junior Staff Committee.

3. A member of staff shall be shown his/her report by his/her Head of department/Service Unit or the Dean of Faculty and he/she shall read and sign such report prior to forwarding it to the registrar.

4. A member of staff who has not been recommended for promotion may make representation (eighteen copies) through the head of his/her department/Service Unit or dean of Faculty who shall forward the petition with his comments to the registrar for consideration by junior staff committee.

5. Normal Promotions shall be to the next grade level and point of entry shall normally be the first step. The effective date shall normally be on the first day of October following the promotion.

6. A member of staff who is not being recommended for promotion on such grounds as inefficiency and misdemeanor must have been queried or warned in writing at least

once and copies of the warning, queries and replies thereto forwarded to the Registrar for record in the personal file of the staff concerned.

7. Promotions shall be made to existing vacancy

15F. POSTING

A non-teaching staff shall be posted to any area of need in the University on the directive of the Registrar.

Posting can be intra or inter. That is, a staff can be posted within a College/Faculty/Department/Unit. In the same vein, such postings can be done from College/Faculty/Department/Unit to any other from the staff present work station.

REFUSAL OF POSTING

It is an offence for a staff to refuse posting. In the event of any refusal to proceed on posting as authorized by the Registrar or his nominee, such staff shall have his salary stopped and a query issued to the staff concerned.

15G. APPRAISALS

Time for Appraisals

The process for appraisal of staff should commence 1st April each year by the Heads of Department/Unit so that the A and PC can, by June 30th, consider all recommendations for the annual promotions against the October of the Appraisal year. The approved promotions will take effect from the next 1st October.

Staff to be Appraised

The cadres of staff coming under these provisions are:

1. All Administrative, Professional and Technical staff on permanent appointment are to be appraised annually, using the guidelines, and the format that are developed and approved. The criteria are also to be used in the appraisal and promotions of the Executive Cadre within the Administrative and Bursary Departments. Staff in the Executive Cadre with the service Departments, Faculties and institutes are also to be appraised in accordance with the Guidelines and the appraisal format. The University may decide that all non-teaching staff take a promotion examination or average score over the residency period.
2. Academic (i.e. Teaching, Research and Professional Library staff Appraisal should be made from the record of all staff in these cadres who shall have completed one (1) year service from October of the appraised year.
3. Contract staff shall be covered in the annual appraisals. They are not eligible for promotion during the contract period. However, at the time of renewing a contract, consideration may be given to renewing the level of appointment.

Appraisal Procedure

Deans of Faculty in conjunction with Heads of Department, Directors of Institute and the University Librarian are requested to take steps as set out below to make assessments and present their recommendations for consideration in the first instance by the appropriate Appraisals Panel constituted as follows:

I. Faculty/Department Appraisal Committee

(a) Faculty Appraisal Committee

- i. The Dean (Chairman)
- ii. All Heads of Departments of the Faculty
- iii. All Professors of the Faculty

Two (2) members elected by the Faculty Board not below the rank of Senior Lecturer.

(c) Departmental Appraisal Committee

- i. Head of Department (Chairman).
- ii. Senior Lecturers and above.

iii. In Attendance

- a) Establishments Officer,
- b) Secretary Faculty Officer

II Institute Appraisal Committee

- i. The Director of the Institute (Chairman)
- ii. All Professors of the Institute
- iii. Two (2) members of the institute, not below the rank of Senior Lecturer/Senior Research Fellows.
- iv. Two (2) members not below the rank of Professor and from a related institute or Faculty, appointed by the Vice-Chancellor.

In Attendance

- a) Establishments Officer.
- b) Secretary Institute Officer

Residency Requirement

All Administrative, Professional and Technical staff, including the Executive Cadre aforementioned are to be appraised annually, but the minimum period required for consideration of normal promotion is three (3) years.

Appraisal Format

Every staff is to complete the Annual Appraisal Form (Annual

Appraisal/Assessment for Confirmation of Appointment annually, and submit it to the Head of Department, through his supervisor or Head of Division/Unit for comments and recommendations to the Appraisal Committee.

The approved personal data form is to be completed by individual staff members. Information required will, among other things, cover perceived strengths and weakness on the job of the staff.

Appraisal Committee

Each Faculty, Institute and Service Departments shall set up an appraisal panel for the purposes of appraising all its Administrative, Professional, Technical and Executive staff. The size of the panel shall vary depending on the Faculty, Institute or Service Department. The Secretary to the panel shall be the Faculty/Institute Officer. In the Registry, Bursary, Health Services, Library and Works and Services Department, the Secretary shall be appointed by the respective Heads of Department. Two (2) members from other Departments not below

CONTISS 13 shall be members of the Appraisal Committee. The Establishments Officer should always be in attendance at all Appraisal Committee meetings. The Faculty, institute and Service Departments are to submit a list of membership of the Appraisal Committee to the Vice-Chancellor for his consideration and approval.

Confidentiality of Proceedings

The recommendations at all stages during the Annual Appraisal Exercise shall be treated as strictly confidential and no disclosure shall be made until a decision is taken, and communicated to the staff member concerned by the Registrar or his representative. At no stage shall the views expressed by any individual taking part in the Appraisal and even at the A and PC level, be disclosed to any person not taking part.

COMMUNICATION OF COUNCIL DECISION

i. When Appointments and Promotions Committee (Academic) has considered the cases, the Registrar will communicate to members of Staff after approval by Council.

For Professors/Readers, the Appointments/Promotions shall be based on two (2) positive reports from external assessors. Such reports shall be read fully at the meeting of A and PC by the Chairman. The staff so affected shall be so informed after the meeting of A and PC and Council's ratification.

ii. Decisions upholding an Appraisal Panel's recommendation not to promote a staff member who is eligible for consideration, or not to accept a recommendation for promotion, will be communicated to the Dean/Director or Librarian. The latter shall then inform the staff member who has not been recommended for promotion in writing concerning the decision. The Dean/Director or Librarian must

inform a staff member of any adverse assessments made on him, if this has not been done earlier.

iii. If, in the opinion of the Academic Staff Appointments and Promotions Committee the results of the assessment on a staff are so adverse as to necessitate a disciplinary action, the Appointments and Promotions Committee shall recommend that appropriate disciplinary action be taken.

Petition

A member of staff aggrieved by a decision concerning his appraisal/promotion or non-promotion may submit petition through his/her Head of Department, through the Chairman of the relevant Appraisal Committee to the appropriate Appointments and Promotions Committee for its consideration.

15H. INCREMENT

Every member of staff irrespective of their designations are entitled to annual increment where they perform consistently at an acceptable level.

However, If the work and/or conduct of staff is continuously unsatisfactory, the appropriate Appointments and Promotion Committee may defer his increment on the recommendation of the Head of Department/Unit provided always that the member of staff concerned has already been given notice in writing by the Head of Department/Unit on his shortcoming and his increment will continue to be deferred until evidence of improvement is shown.

151. LEAVE

01 - "Leave" is the authorized absence of an officer from duty for specific period as provided for in this Chapter.

02- "Leave Address" is a place where an officer could be reached during his/her leave period.

03-"Earned Leave" is the leave due to an officer in a year for the service rendered to Government.

04-"Leave Earning Service" is a qualifying period of duty before officers could be granted leave.

05-"The date of resumption of Duty" is the date following the date of expiration of the leave.

06-"Leave year" is the period between 1st October and 30 September.

SECTION 2-TYPES OF LEAVE

01-The types of leave in the Federal Public Service are as follows:

- (a) Annual Leave
- (b) Proportionate Leave (Pro-rata Leave);
- (c) Deferred Leave;
- (d) Casual Leave;
- (e) Sick Leave;
- (f) Maternity Leave;
- (g) Examination Leave;
- (h) Sabbatical Leave;
- (i) Study Leave with Pay;
- (j) Leave on Compassionate Ground;
- (k) Pre-Retirement Leave;
- (l) Leave of Absence;
- (m) Leave on Grounds of Urgent Private Affairs;
- (n) Leave for Cultural and Sporting activities;
- (o) Leave to take part in Trade Union Activities;

02-Annual Leave is the absence of an officer from duty for a period specified in rule 03 as may be authorized by a superior officer.

03-Annual Leave shall be granted to an officer in accordance with his grade level as follows:-

- (a) CONTISS 06 and above - 30 working days
- (b) CONTISS 03-05 - 21 working days
- (c) CONTISS 02 and below - 14 working days

An officer shall qualify for Annual Leave not less than six months after the previous leave earning service year.

04-(a) It is the responsibility of the Head of the Department to draw up the annual Leave Roster for all officers in that Department;

(b) It is the responsibility of every Head of Department to approve the leave roster for the coming year not later than the 1st October.

05-Leave will be granted at any time during the leave year. Normally, the full leave will be taken at one time but it may be taken in not more than two installments. Any leave not taken within the calendar year concerned will be forfeited. No officer is allowed to accumulate leave.

06-An officer who desires to spend his/her annual leave abroad shall inform the Registrar before proceeding on vacation and shall provide details of his/her address.

07-An officer spending his/her leave within or outside Nigeria must furnish the Registrar with his/her intended destination or leave address before proceeding on leave.

08-An officer is required to resume duty after vacation leave on the date following the expiration of his/her authorized leave.

09-An officer may be required to return to duty before the expiration of his/her authorized leave by the Registrar. Any portion of his/her leave so curtailed shall be taken immediately and not later than ninety (90) days of completion of the assignment.

10-"Proportionate Leave" (Pro-rata) is a vacation granted to a new or retiring officer in proportion to the number of days he/she has put into the service. Any period of service under 30 days is not reckonable. The calculation of proportionate leave shall be done in accordance with the table below:

Calculation of Proportionate Leave

Earned Leave	Proportionate Leave for the Graded officers		
	CONTISS 06 and above (30 Working days)	CONTISS 05 - 03(21 Working days)	CONTISS 02 and Below (14 Working Days)
12 Months	30	21	14
11 months	28	19	13
10 Months	25	18	12
9 months	23	16	11
8 months	20	14	9
7 months	18	13	8
6 months	15	11	7

11-(a) An officer who joins the University during the course of the year will not normally be granted an annual leave but a proportionate leave.

(b) Officers who attended courses of introduction/training over a period of six months shall be entitled to proportionate leave for the period they put in service.

(d) An officer who is retiring within the period of leave Earning Service shall be entitled to proportionate leave.

12-(a) Deferred Leave is that which an officer is granted in exceptional circumstances by the Head of Department to carry forward to the next leave year because of exigency of duty. It could be part of annual leave not fully exhausted or any leave approved for deferment.

(b) Authorized deferred leave may be commuted to cash only where an officer has been made to retire prematurely and cannot spend all his/her deferred leave before his/ her retirement.

13- Casual Leave is the absence of an officer from duty for a short period not exceeding an aggregate of 7 days within a leave year as may be authorized by a superior officer.

The casual leave shall only be granted after an officer has exhausted his/her annual leave. Casual leave is deductible in advance or arrears of earned leave.

14-A maximum of seven days casual leave shall be granted in any leave year. Casual leave in excess of seven days in any leave year may be granted only by the Vice-Chancellor.

15-Sick Leave is the absence of an officer from duty on account of ill- health as authorized by a Healthcare Provider.

16-Maternity Leave is the authorized absence from duty of a serving female officer granted by a superior officer on account of pregnancy covering the prenatal periods.

17-A female staff that is pregnant is entitled to 16 weeks maternity leave at a stretch beginning not less than 4 weeks from the expected date of delivery with full pay. A medical certificate showing the expected date of confinement must be presented not less than two months before that date. The annual leave for that year will, however, be regarded as part of the maternity leave. Where this annual leave has already been enjoyed before the grant of maternity leave that part of the maternity leave equivalent to the annual leave will be without pay.

18-Any female officer who is nursing a child shall be granted two hours off-duty every day. This facility shall be granted up to a maximum period of six months from the date she resumes duty from maternity leave.

19-An officer may be granted special leave for the purpose of taking an examination, which he/she is required to pass by the condition of his/her appointment.

20-an officer may be allowed special leave with full pay to take an examination the passing of which is not a condition of his/her current appointment, provided that his/her Head of Department certifies the following:
(a) That the passing of the examination is likely to enhance his/her value to the service;
(b) Evidence of admission to the course; (c) Evidence of a time-table for the examination.

21-Sabbatical leave is the absence of an officer on CONTISS 13 or equivalent and above from duty, for the purpose of research either within or outside Nigeria. The Officer on sabbatical leave shall be qualified to undertake properly organized study in areas relevant to the interest of the service or national development for a period of twelve months once in five years.

22-Study Leave is the leave granted to a confirmed serving officer to undertake an approved course of study within or outside the country.

23-There are three types of study leave:

- (a) In-service Training;
- (b) Study leave with pay;
- (c) Study leave without pay.

An officer may be granted study leave with pay, study leave without pay or in-service training provided that his/her Head of Department certifies the following:

- (i) Evidence of letter of admission;
- (ii) evidence of duration of the course;
- (iii) that the course is necessary to enhance the performance of the officer and to add value to the service;
- (iv) that the course is relevant to the officer's profession.

24- An officer shall be granted in-service training for a period not exceeding two years with normal emoluments, allowances, course fees. The period of study shall count towards gratuity and pension.

25- Study leave with pay shall be granted to an officer with normal emoluments and allowances. The duration of study leave with pay is based on the duration of the programme of study. If, however, an officer has a carry-over, the period of extension shall not be more than one year. The period of extension shall also attract pension, right of emoluments and allowances.

26- Officers are granted study leave without pay where proposed courses of study are not contained in the approved training proposals for their Head of Department

27-The conditions for approval of study leave without pay are as follows:

- (a) Officers on study leave without pay are not entitled to emoluments and allowances;
- (b) The duration of study leave without pay shall not be more than four years in the first instance, after which the officer can apply for one year extension if the need arises.
- (c) The period of study shall not be regarded as a break in service.

28- Officer going on religious pilgrimage other than Officials assigned to cover such activities should use part of their annual leave for such purposes.

29-An officer may be allowed special leave from duty on full pay on compassionate ground for a period up to two weeks for burial of spouse/child/parents/parents of spouse.

30-Leave of absence is the absence of an officer from duty authorized on grounds of public policy.

31-The various types of leave of absence are:

- (a) Leave of absence to join spouse on course of instruction of not less than 9 months duration abroad.
- (b) Special Leave of absence to join spouse on grounds of public policy.
- (c) Leave of absence on grounds of Public Policy for Technical Aid Programme.
- (d) Leave of absence for Special/Personal Assistant on grounds of Public Policy.

(e) Leave of Absence for spouse of Presidents, Vice-Presidents, Governors, Deputy Governors, on grounds of Public Policy.

32-An officer who is also a public servant shall be permitted to join his/her spouse processing aboard on a course of instruction. The officer is eligible for free passage at Government discretion where the course of instruction is not less than nine (9) months.

33-On grounds of Public policy, the spouse of a serving officer may be granted leave without pay for a period not exceeding five years to enable him/her join his/her spouse on posting abroad on the following conditions:

- (a) That the officer's spouse be disallowed from taking up gainful employment;
- (b) that such leave be not regarded as break in service;
- (c) that where such spouse has earned confidential reports for at least two years before joining his/her spouse at post, he/she should be eligible for notional promotion to put him/her at par with his/her colleagues at home;
- (d) Where such spouses improve themselves by acquiring additional qualifications, which will enhance their usefulness to the service, they shall be considered for advancement in consonance with the prevailing regulations;
- (e) The period a spouse can be on leave of absence shall be four years in the first instance and subject to an extension of not more than one year.

34-A number of civil servants may be selected for the Technical Aid Corps Programme by the Ministry of Foreign Affairs. In order to preserve the terminal benefits of the officers so selected and ensure the continuity of their service, such officers shall be granted leave of absence on grounds of Public Policy.

35-Appointees of Federal Public service who accept appointment as Special or Personal Assistant are required to apply to the Vice- Chancellor for leave of absence on grounds of Public Policy if they intend to return to the service at the end of the assignment.

36-The spouses of the President, Vice President, Governors, Deputy Governors who are public servants are required to apply to the Vice-Chancellor for leave of absence on grounds of public Policy to join their spouses during their tenure of office.

37- Officers are required to give three months' notice to retire from service before the effective date of retirement. At the commencement of three months, officers should proceed immediately on the mandatory one-month pre-retirement workshop/seminar.

38- When a medical Board recommends that an officer is medically unfit to continue in service and for that reason be disengaged, he/she will forthwith commence vacation leave prior to retirement. The length of leave granted will be either:

- (a) His/her deferred leave if any, plus the proportion of his/her annual leave calculated in accordance with rule 11; or
- (b) One or two months

Whichever is of greater length, the leave will commence on the day on which the Medical Board declares him/her unfit to continue in service and retirement will take effect from its expiration.

39-An officer who without an acceptable excuse fails to resume duty on the approved date after vacation leave will be regarded as absent without leave and without pay. The period of absence may not be set against any future leave, nor saved with the permission of government, against any deferred leave already standing to the officer's credit. No offer may extend his vacation leave beyond the date specified in his leave advice without the consent of the registrar.

40-Officers who are dismissed shall not be entitled to any form of leave.

41-Annual leave shall be based on working days only.

42-The period of any other leave such as casual leave, sick leave, maternity leave etc. granted under these rules should be inclusive of Saturdays, Sundays and Public Holidays occurring therein.

PERIOD OF LEAVE WITHOUT PAY

No period during which a staff member shall have been absent from duty on leave without pay shall be taken into account in computing his pension and gratuity under these Regulations unless the leave without pay is for the purpose of pursuing an approved course of study or undertaking employment in any approved Public Service, other Universities, Institutions of Organizations whether in Nigeria or abroad as may be recognized by the council from time to time.

15J. CONFIRMATION

PROCEDURE AND CRITERIA FOR CONFIRMATION OF APPOINTMENT

1. PROBATIONARY PERIOD

The minimum period for confirmation of appointment to retiring age, for every category of staff, should be two years of satisfactory service. The period of probation may be extended by 1 year by the relevant Appointments and Promotion Committee, on the recommendation of the Departmental/Faculty Appointments and Promotions Committee. If at the end of extension, the staff's performance is still unsatisfactory the appointment should be terminated.

2. SPECIAL REQUIREMENT FOR ACADEMIC STAFF

In addition to the minimum probationary period, the minimum qualification for confirmation of the appointment of academic staff should normally be a Ph.D. However, holders of master's degree may be considered for confirmation after attaining the rank of lecturer II.

3. ASSESSMENT

A staff on probation should be assessed continuously every year by his/her supervising/reporting officer. The assessment should be made in the first instance

by his/her department for the consideration of the relevant Appointments and Promotion committee through the Faculty Appointment and Promotion committee.

4. PROTEST AGAINST NON-RECOMMENDATION FOR CONFIRMATION OF APPOINTMENT

A staff who feels that he/she has been denied confirmation, may protest against the non-recommendation of his/her department and/or Faculty to the relevant appointment and promotion committee.

5. SPECIAL REQUIREMENT

In addition to the minimum probation period, a member of SPATS must possess the basic academic and/or professional qualification required for the post on appointment e.g., MBBS, BA, B.Sc., ACCA, ACA HND AMNIST, AIMLS. A staff must score a minimum of 70 and above before his/her appointment is confirmed.

6. EFFECTIVE DATE OF CONFIRMATION OF APPOINTMENT

The confirmation of appointment should take effect from the date the confirmation was due. That is, two years from the date of assumption of duty.

15K. CONVERSION

Conversion from Non-Teaching Staff to Teaching Staff

A non-teaching staff may apply for conversion to a teaching (Academic) staff position when and where the need arises. Such application shall be made through the registrar to the chairman of Appointments and Promotions Committee (academic) and shall satisfy all the requirements for the appointment of academic staff. Successful staff shall be placed appropriately based on qualifications and experience, and the salary shall be made personal where applicable.

CONVERSION FROM TEACHING TO NON-TEACHING STAFF

A teaching (academic) staff may apply for conversion to a non-teaching staff where the need arises. Such application shall be made through the registrar to the chairman of Appointments and promotion committee (administrative and technical) and shall satisfy all the requirement for appointment of administrative and technical staff. Successful staff shall be placed appropriately based on qualifications and experience, and the salary shall be made personal where applicable.

15L. STAFF DISCIPLINE

It is the responsibility of every Head of Department/Unit to report any short coming observed in any member of staff subordinate to him and to bring it to the staff member's notice with a view to correcting such short-comings in order to improve his usefulness and efficiency in the service.

15L.1. DISCIPLINE AND REMOVAL OF SENIOR STAFF

- (a) Without prejudice to the provision of section 15 of the University of Port Harcourt Act for gross misconduct, if a Head of Department has reason to believe that disciplinary action should be taken against a senior member of his staff on account of any act of indiscipline, offence against regulations or

misconduct, the Head shall communicate the reasons in writing to the member of staff concerned and request him to answer in writing to any charges against him. Thereafter, the Head shall report the matter in writing to the vice-chancellor giving particulars of the alleged acts of indiscipline, offence against regulations or misconduct, as well as the reply (if any) of the person concerned to the charges against him, and the recommendation of the Head.

- (b) The vice-chancellor after considering the report may
 - (i) Dismiss the charges against the members of staff
 - (ii) Direct that the person be given a formal warning in writing
 - (iii) Cause the matter to be investigated by a person or committee appointed by the vice-chancellor and afford the members of staff in question opportunity to make representation in person to the person or committee investigating the matter.
 - (iv) Send the report of the Head together with the representations by the member of staff as well as the report of such investigations, if any, which the vice-chancellor might have caused to be carried out, to the appropriate Appointments and Promotions Committee.
- (c) The appointments and promotions committee after considering the reports may:
 - (i) Dismiss the charges against the members of staff.
 - (ii) Direct that the person be given a formal warning in writing; or
 - (iii) Impose such disciplinary measure including reprimand, withholding of salary/increment, demotion, suspension on such terms as may be specified or termination of appointment, as it considers appropriate.
- (d) A member of staff on whom disciplinary measures have been imposed by an appointments and promotions committee may appeal against the decision of the committee through the vice-chancellor either:
 - (i) To the appropriate appointments and promotions committee to reconsider the matter on grounds of additional information not previously available to the committee: or
 - (ii) To the council.

15L.2. DISCIPLINE AND REMOVAL OF SENIOR STAFF FOR GROSS MISCONDUCT

1. If it appears to the council that there are reasons for believing that any person employed as a member of the Academic or Administrative or Professional staff of the university, other than the vice-chancellor, should be removed from his office or employment on the ground of misconduct or inability to perform the functions of his office or employment, the council shall:
 - a. Give notice of those reasons to the person in question;
 - b. Afford him an opportunity of making representations in person on the matter to the council; and
 - c. If he or any three members of the council so request within the period of one month beginning with the date of the notice, making arrangement.

- d. For a joint committee of the council and senate to investigate the matter and to report on it to the council; and
 - e. For the person in question to be afforded the opportunity of appealing before and being heard by the investigating committee with respect to the matter, and if the council, after considering the report of the investigating committee, is satisfied that the person in question should be removed as aforesaid, the council may so remove him by an instrument in writing signed on the decision of the council.
2. The vice-chancellor may, in a case of misconduct by a member of the staff which in the opinion of the vice-chancellor is prejudicial to the interests of the university, suspend such member and any such suspension shall forthwith be reported to the council.
 3. For good cause, any member of staff may be suspended from his duties or his appointments may be terminated by council; and for the purpose of this sub-section "good cause" means:
 - a. Conviction for any offence which the council considers to be such as to render the person concerned unfit for the discharge of the functions of his office; or
 - b. Any physical or mental incapacity which the council, after obtaining medical advice, considers to be such as to render the person concerned unfit to continue to hold his office; or
 - c. Conducts of a scandalous or other disgraceful nature which the council considers to be such as to render the person concerned unfit to continue to hold his office; or
 - d. Conduct which the council considers to be such as to constitute failure or inability of the person concerned to discharged the function of his office or to comply with the terms and conditions of his service.
 4. Any person suspended pursuant to sub-section (2) or (3) above shall before the expiration of a period of three months after the date of such suspension consider the case against that person and come to a decision as to.
 - a. Whether to continue such person's suspension and if so on what terms (including the promotion of his emoluments to be paid to him)
 - b. Whether to reinstate such person in which case the council shall restore his full emoluments withheld during the period of suspension; or
 - c. Whether to terminate the appointment of the person concerned, in which case such a person will not be entitled to the proportion of his emoluments withheld during the period of suspension; or
 - d. Whether to take such lesser disciplinary action against such person (including the restoration of such proportion of his emoluments that might have been withheld) as the council may determine, and in any case where the Council, pursuant to this section, decides to continue a person's suspension or decides to take further disciplinary action against a person, the Council shall before the expiration of period of three months from decision come to a final determination

in respect of the case concerning any such person.

5. It shall be the duty of the person by whom an instrument of removal is signed in pursuant of sub-section (1) above to use his best endeavours to cause a copy of the instrument to be served as soon as reasonably practicable on the person to whom it relates.

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

15L.3. DISCIPLINE AND REMOVAL OF JUNIOR STAFF

The discipline and removal of a member of a Junior Staff shall be in accordance with such rules and regulations as may be made from time to time by the Council.

1. SUSPENSION

a) Whenever, in the opinion of the Provosts, Dean of Faculties or Head of an Administrative and Technical Department/Service Unit (hereinafter referred to as (Reporting Officer), misconduct which is of such a nature as not to warrant dismissal has been committed by an employee, the Reporting Officer concerned may recommend with reasons to the Registrar that the employee be suspended.

b) Whenever in the opinion of the Registrar, a prima facie case of misconduct has been made against an employee and it is 'necessary to investigate the matter further with a view to determining the guilt or the appropriate: disciplinary action, the employee may be suspended pending the determination of his case.

c) When an employee has been suspended, his salary may be withheld for that period and he shall thereupon be forbidden to carry on his duties and to visit his place of work without the express permission of the Registrar after consultation with the Reporting Officer. The suspended employee shall be called upon to hand over any University property in his charge to the Reporting Officer or his nominee.

d) Notice of suspension shall be conveyed to the employee concerned in writing by the nominee.

2. INTERDICTION

a) Where an employee has been charged with a criminal offence, whether such a criminal offence is or not connected with the University, the Registrar may interdict him from his duties forthwith.

b) Formal notice of interdiction shall be given to the employee concerned in writing. The notice shall state the effective date of the interdiction, and the reasons for such interdiction.

- c) Where an employee has been interdicted, he shall be entitled to receive one half of his salary.
- d) An employee who is under interdiction shall be required to hand over any University property in his charge to the Reporting Officer or his nominee and he shall be forbidden to carry on his duties and to visit his place of work except with the express permission or instruction from the Registrar after due consultation with the Reporting Officer.
- e) Where an employee after interdiction is found not guilty of all charges, he may be reinstated and shall receive the balance of his salary for the whole period of his interdiction. The Registrar may however after consultation with the Reporting Officer review the circumstances of the case with a view to determining the desirability of his continuation in the service of the University. If it is found undesirable that he should continue in service of the University, his appointment may be terminated forthwith.
- f) An employee convicted on a criminal charge shall not receive any emoluments from date of his conviction.
- g) In the event of any acquittal on appeal, the question of continuation in service and payment of arrears of emoluments shall be determined by the Junior Staff Committee.

3. DISMISSAL

- a) Any employee under interdiction who is found guilty of any of the charges preferred against him may be dismissed and shall not from the date of conviction receive the part of any short-payment of his salary notwithstanding that he may have been found not guilty of some of the charges.
- b) Failure to disclose at either interview or on assumption of duty any previous conviction for a criminal offence will lead to summary dismissal.
- c) An employee of the University shall be summarily dismissed if he corruptly accepts or obtains from any person, for himself or for any other persons, any gift or consideration as an inducement or reward for doing or forbearing to do any act in relation to the University's affairs or business or for showing or forbearing to show favour or disfavour in relation to the University's affairs or business.
- d) An employee of the University shall be summarily dismissed if he/she:
 - i) Whilst employed in a full-time or part-time capacity, acts without the prior consent of the University in any matter.

ii) Falsifies credentials or personal records.

e) Any employee who is confirmed in his appointment may be dismissed for misconduct, but no such employee shall be so dismissed until he has been given the opportunity of submitting representation to the Registrar through his Reporting Officer and such representations shall have been considered by the junior Staff Committee.

f) No notice or salary in lieu of notice shall be given to any employee dismissed but dismissal shall take effect from the date on which the employee earned is officially notified that he has been dismissed.

g) An employee dismissed shall not be eligible for leave and shall vacate University premises immediately. But where the employee occupies the University quarters, he should be checked out by the estate Division within 72

4.) TERMINATION

a) An employee on probation may have his appointment terminated with a month's notice or a month pay in lieu of notice in accordance with the Terms of Appointment. Such a notice shall be given on any date of the month and shall be calculated from the date on which the notice is given to the day numerically corresponding to that day in the following month, less one day.

b) An employee who is confirmed in his appointment may have his appointment terminated provided that he has previously been warned at least thrice by the Reporting Officer that this work or conduct has been unsatisfactory and a copy each of such warnings has been forwarded to the Registrar on each occasion.

c) The appointment of a confirmed employee shall not be terminated until he had been given the opportunity of submitting representations in writing to the Registrar through his Reporting Officer and such representations have been considered by the ad Junior Staff Committee.

d) A confirmed employee whose appointment is terminated shall be given one calendar months' notice or alternatively one month's al pay in lieu of notice. Any leave entitlements accruing at the time of termination may be granted to run concurrently and terminate with the notice or if being terminated with 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 shall be calculated from the day on which the notice is given to the day numerically corresponding to that day in the following months, less one day.

e) A confirmed employee terminated may be allowed to continue to stay in university premises for a period not exceeding one month. Corresponding to

the one month's notice to that effect, otherwise, he shall vacate the premises immediately if paid a month's salary in lieu of notice.

f) A confirmed employee who terminates his appointment by resignation shall be required to give a month's notice in writing or pay a month's salary in lieu of notice. He shall also be required to vacate the premises at expiry of his notice or vacate the premises immediately if he pays a month's salary in lieu.

g) An employee on temporary appointment requires two weeks' notice in writing or two weeks' pay in lieu of notice to terminate his appointment.

5. WARNING

a) An employee who commits a minor offence or who is inefficient in the performance of his duties may be queried or warned orally, this should be however be recorded in his file without reference to the Registrar.

b) An employee whose conduct or work is found unsatisfactory shall be given query. If his explanation is considered by the Reporting Officer as adequate, no further action shall be taken, but if his explanation is unsatisfactory, he shall be issued with a warning

c) If an employee is queried and a decision recorded against him in writing, a copy each of the query, the employee's reply there to and written decision shall be forwarded to the Registrar so that the warning can be entered in his record of service.

6. The Registrar shall report from time to time to the Junior Staff Committee disciplinary action taken for ratification or review.

7. APPEAL

Without prejudice to the forgoing a confirmed staff may appeal against the decision of the Junior staff Committee through the Registrar to Council.

15L.4. ISSUES THAT BOTHER ON MISCONDUCT/GROSS MISCONDUCT

Misconduct is defined as a specific act of wrong doing or improper behavior which is inimical to the image of the service and which can be investigated and proved. It can also lead to termination and retirement. It includes:

- (a) Scandalous conduct such as:
 - (i) Immoral behaviour;
 - (ii) Unruly behaviour;
 - (iii) Drunkenness;
 - (iv) Foul language;
 - (v) Assault;
 - (vi) Battery;

- (b) Refusal to proceed on transfer or to accept posting;
- (c) Habitual lateness to work;
- (d) Deliberate delay in treating official document;
- (e) Failure to keep records;
- (f) Unauthorized removal of public records;
- (g) Dishonesty,
- (h) Negligence;
- (i) Membership of cults;
- (j) Sleeping on duty;
- (k) Improper dressing while on duty;
- (l) Hawking merchandise within office premises;
- (m) Refusal to take/carry out lawful instruction from superior officers;
- (n) Malingering;
- (o) Insubordination;
- (p) Discourteous behavior to the public.

15L.5. GROSS MISCONDUCT

Serious misconduct is a specific act of very wrongdoing and improper behaviour which is inimical to the image of the service, and which can be investigated and proven, may lead to dismissal. It includes:

- (a) Falsification of records;
- (b) Suppression of records;
- (c) Withholding of files;
- (d) Conviction on a criminal charge (other than a minor traffic or sanitary offence or the like);
- (e) Absence from duty without leave;
- (f) False claims against Government Officials;
- (g) Bankruptcy/serious financial embarrassment;
- (h) Unauthorized disclosure of official information;
- (i) Bribery;

- (j) Corruption;
- (k) Embezzlement;
- (l) Misappropriation;
- (m) Violation of Oath of Secrecy;
- (n) Action prejudicial to the security of the State;
- (o) Advance Fee Fraud (Criminal Code 419);
- (p) Holding more than one full-time paid job;
- (q) Nepotism or any other form of preferential treatment;
- (r) Divided loyalty;
- (s) Sabotage;
- (t) Willful damage to Public property;
- (u) Sexual Harassment; and
- (v) Any other act unbecoming of a Public Officer.

16. PETITIONS AND APPEALS

01-Every officer who has any representations of a public or private nature to make to the University should address them to:

- (a) The Vice-Chancellor, in respect of matters relating to appointments (including acting appointments), promotion, transfer and discipline; or
- (b) The Registrar on matters relating to other conditions of service. e.g. leave, passages, allowances, pensions, gratuities, etc.

02- Any officer in the service of the University may address the Vice-Chancellor, in which case he/she must transmit such communication, unsealed and in triplicate to any of the channels mentioned in the preceding Rule requesting that the petition be forwarded in due course to the Vice-Chancellor. Every letter or document, which may be received by Vice-Chancellor otherwise than through the proper channel, will be returned to the writer. The rule requiring transmission of communications to the Vice-Chancellor through the appropriate channel is based on the strongest grounds of public convenience, in order that all communications may be duly verified as well as reported on before they reach the Vice-Chancellor. It extends therefore to communications relating to public affairs as well as to the concerns of the writer.

SECTION 2-PETITION RULES

03-(i) For the purpose of this section a "Petition" is a formal appeal to ultimate authority, that is, to the Vice-Chancellor for special consideration of a matter affecting an officer personally. It must be distinguished from a letter of representation addressed to an appropriate senior officer of the University in the normal way.

(ii) Without prejudice to their constitutional rights, officers should as much as possible exhaust all avenues for redress before proceeding to courts.

04-A petition must be submitted through the proper departmental channels, namely through the petitioner's immediate superior officer and the Registrar, who will forward the petition with his/her comments and recommendations to the Vice-Chancellor or Council in accordance with administrative instructions in force at the time. It is in the petitioner's interest that the above-mentioned rule concerning the routing of a petition should be strictly observed in order that the petition will be duly verified and reported on before it reaches the final destination.

05-A petition addressed to any of the channels mentioned in the preceding rule must be submitted in duplicate, and an advance copy may be sent direct to the appropriate authority. In either case, one copy will be retained by the Registrar.

06-A petition must bear the full name, staff number, signature and address of the petitioner. When written by a person other than the petitioner, the signature and address of the writer must be included.

17. RETIREMENT

RETIRING AGE

The retiring age is 70 years for staff on professorial cadre and 65 years for other staff. A member of staff holding an appointment confirmed to retiring age shall retire on the date on which he attains the age of 65 years except for those on the Professorial Cadre that retire at the age of 70 years

RETIREMENT IN PUBLIC INTEREST

Notwithstanding the provisions of above, if the Vice-Chancellor considers that it is desirable in the public interest that an officer should be required to retire from the Service on grounds which cannot suitably be dealt with by procedures laid down to discipline an officer for misconduct, he shall call for a full report from the Registrar and if, considering that report and giving the officer an opportunity of submitting a reply to the complaints by reason of which his/her retirement is contemplated, the Committee is satisfied, having regard to the conditions of the service, the usefulness of the officer thereto, and all other circumstances of the case, and that it is desirable in the public interest to do so, it shall retire the officer and the officer's service shall accordingly terminate on such date as the Committee may specify.

In every such case, the question of pension and gratuity will be dealt with under the Pensions Reform Act 2004.

RE-ENGAGEMENT OF RETIRED OFFICERS

- (i) A public servant, who retires from the service on qualifying for both gratuity and pension, is not engaged on permanent basis. He is, however, re-engaged on yearly

personal work contract for a maximum of five years, subject to satisfactory annual medical report. Furthermore, he is only entitled to the basic salary of the post immediately below the substantive one he held on retirement and is placed at the maximum of the salary grade level of such post.

(ii) Such re-engaged Officer is entitled to rates of annual leave appropriate to his grade.

(iii) A retired, re-engaged Officer is normally not eligible for promotion, except where there is no suitable pensionable Officer available or where he possesses an exceptional qualification and suitable experience.

(iv) He is not entitled to annual increment since he is usually offered the maximum of the salary grade level of his post.

(v) He is not entitled to annual increment since he is usually offered the maximum of the salary grade level of his post.

18. PENSION AND GRATUITY SCHEME/DEATH BENEFITS RETIREMENTAGE:

The compulsory age of retirement shall be 65 years for non-teaching and academic staff not on Professorial Cadre university staff while 70 years is for teaching staff on professorial cadre.

CLARIFICATION OF QUALIFYING SERVICE:

With the signing into law of the Pension Reform Act 2014, there is no more qualifying period for pension in as much as the employee is contributing pension to his retirement savings accounts.

BENEFITS

A holder of RSA (Retirement Savings Account) should, upon retirement at the age of 65, 70 or attaining the age of 50 years, whichever is later, utilize the amount credited to his RSA for the following benefits:

(a) Withdrawal of a lump sum (gratuity as it is called in the old 'scheme) from the total amount left after the lump sum withdrawal is sufficient

(b) to prepare a programme fund withdrawals or annuity for life.

(c) Programmed monthly or quarterly withdrawals is calculated on the basis of an expected life span.

(d) Annuity for life purchased from a life insurance company licensed by the National Insurance Commission with monthly or quarterly payment.

PENSION DUE TO RETIREMENT/DISINGAGEMENT FROM SERVICE

Where an employee voluntarily retires, disengages, or is disengaged from employment, the employee may with the approval of the Commission (PenCom), withdraw an amount of money not exceeding 25 percent of the total amount credited to his RSA, provided that such withdrawals is only made after four months of such retirement or cessation of

employment and the employee does not secure another employment. Having the employee access the amount standing in this retirement savings account (RSA), such employee should subsequently access the balance in the retirement savings account upon attainment of 50 years.

DEATH BENEFITS

Where an employee dies, his entitlement under Life Insurance Policy maintained should be paid to the underwriter to the named beneficiaries.

Upon receipt of a valid WILL admitted to probate or a letter of administration confirming beneficiaries under the estate of the deceased employee, the Pension Fund Administrator (PFA) should, with the approval of the Commission (PenCom), release the amount standing in the retirement savings account of the deceased to the personal representative of the deceased or to any other person that may be directed by a court of competent jurisdiction, or in accordance with the terms of the WILL or the personal law of the deceased employee, as the case may be.

Notwithstanding the above, any employee who retires, disengages or is disengaged from employment due to the under listed reasons before the age of 50 is entitled to make withdrawal from his RSA as stated above.

(a) On the advice of a suitably qualified physicians or a properly constituted medical board certifying that the employee is no longer mentally or physically capable of carrying out the function of his office;

(b) due to total or permanent disability either of the mind or body;

19. GENERAL GUIDE FOR ADMINISTRATIVE AND SECRETARIAL PROCEDURE

1. Each Head of Division/Section shall maintain a "Float file" for all copies of correspondence issued from his/her own. Division/Section.

2. Copies of all outgoing correspondence shall be sent to the Registrar who also maintains a "Float File" for each division under him/her.

3. Schedule officers shall ensure that letters for dispatch are dispatched promptly with the due date and time recorded; so shall all incoming letters be treated. They shall also ensure that letter enclosures and attachments are in order before signing them.

4. All letters and internal memoranda, schedule of statistics of information must bear:

a. appropriate file reference and date of issue.

b. initials of the author of the draft and the secretary/typist who prepared the document at the appropriate corner e.g. DUS/aa.

c. indications of enclosures, if any, at appropriate corners viz. enc.encls., or ---, as directed.

5. Schedule Officers shall observe decorum in correspondence and defer to superior as far as possible, and be sure of facts in all correspondence.

6. Schedule Officers shall, as far as possible, acknowledge receipt of letters both internal and external. Replies shall also be in the form that they came. e.g. telegram, e-mail, fax, surface mail.
7. Schedule Officers should look through the main and float files and Correspondence Registers and Dispatch Books at the end of the next day. This will enable them to check the correspondence written, dispatched and received and rectify any errors in good time.
8. Filing system should be consistent. Officers shall avoid indiscriminate opening of new files without proper thought being given to appropriate title. List of files in each division/Section shall be updated from time to time being given to appropriate title. List of files in each division/section shall be updated from time to time.

MEETINGS

1. Notices of meetings indicating provisional items on the agenda shall be sent out well in advance of scheduled meetings after clearance with the chairman concerned and the Registrar where appropriate.

2. The main agenda papers shall reach members of the Board/Committees not later than two days before the meetings, the membership of which is internal and not later than seven days where the membership is internal and external.

3. All memoranda and notices of meetings shall be signed by the Secretary to the Board/Committee or a senior staff and not by a junior staff.

4. Agenda for meetings shall be prepared according to laid down pattern.

5. Draft minutes shall be produced within 72 hours of the meeting.

6. Except for Council and F and GPC (Finance and General Purposes Committee) minutes, original copies of all draft minutes of the various University bodies, Board and committees for which an officer is secretary shall be sent to the chairman concerned while duplicate copies are forwarded to the Registrar for information and advice where necessary.

7. Approved draft minutes shall be filed in appropriate file for "Approved draft for minutes".

8. Minutes approved at meetings shall be signed by the Chairman and the Secretary of the bodies, Boards or Committees concerned at the meetings immediately after their adoption.

9. Minutes and reports shall be produced using both sides of duplicating papers to conserve stationery.

10. As much as possible papers for Board/Committee meetings shall be photocopied as it is more economical to do so.

11. Decisions of Board/Committees shall be implemented within two weeks of the meeting, unless there are justifiable reasons to hold action. Implementation of decisions may be carried out even with the approved draft minutes after clearance with the chairmen concerned and or Registrar.

12. Minutes Book and minute book (A) with table of contents shall be maintained for each board or committee, kept up-to-date and made available at meetings.

13. Minutes shall be indexed for ease of reference.

14. Schedule officers who serve as secretaries to boards and committees shall be familiar with the standing orders of those bodies, and shall prepare same if none are available using that of the Council as a guide.

15. Administrative officers should always endeavor to apply the Registrar's guide to them, viz presentation of information for administration organization and management.

GENERAL

1. Heads of Divisions/sections must be conversant at all times with all matters, general and specific, particular to their respective duties.

2. Officers must have general knowledge of administrative duties in other Division/Sectors in the Registry and its faculties as they relate to their duties.

3. The criteria, procedure, rules and regulations formulated and approved from time to time by each body, board or committee and their policy decision must be at the "fingertip" of every officer, and must be compiled and updated for ultimate publication from time to time by the schedule officers who must liaise regularly with other schedule officers in order to obtain decisions which are meant for the University community and the public. A copy of each of the approved document must be sent to the Registrar.

4. Administrative officer shall bring promptly to the attention of the Registrar action taken on the instruction of the Vice-Chancellor or the chairman of any of the bodies, boards or committees to keep him/her informed. In case of doubt, as to specific directive or instruction, officers concerned should consult the author or the Registrar immediately for clarification or clearance.

5. Officers shall exercise sound judgment at all time and be prepared to take action on routine matters and deal politely with their "public" staff, students and the general public without delay. Officers should bear in mind that their initiative, discretion and sense of judgment shall be on trial at all times.

6. No order or purchase of goods and services for Office of Registrar shall be made without authorization from the Registrar who shall sign LPOs and PVs, unless otherwise

specifically delegated from time to time. However, authorization for refreshments relating to meeting of bodies, boards and committees, external members of interviewing panels and candidates invited for interview shall be dealt with by the officers concerned. So also shall officers concern initiate payment of leave and house allowances at appropriate rates to staff.

7. Officers shall maintain and update inventory of properties under their charge.

8. Officers shall ensure the welfare of outside members of bodies, boards, committees and panels under such charge.

9. Officers shall be conversant with the membership and terms of reference of all University Board and Committees.

10. Every officer is bound by rules for Public Officers relating to proper custody as well as confidentiality of official documents.

11. Every officer must strive at all times to minimize inadequacies and must be seen to possess potentials as well as goo character/conduct to assume higher responsibilities.

20. MANAGEMENT EXPECTATIONS FROM REGISTRY STAFF

The under listed are expected of all Registry Staff in the University:

1. Be informed

They will have to have a full grasp of the theoretical knowledge background of their jobs and have at their fingertips rules and regulations concerning their duties and procedures. 2. Be adept in operations:

2. Be adept in operations:

They will have to be quick-minded applying rules and regulations flawlessly and knowing what to say or do at any given time and place.

3. Be transparently honest and have integrity:

They should be seen to have no inclination to cheat, cut corners or apply rules selectively.

4. Have a high EQ (emotional quotient) or team spirit:

They should have the ability to get on well with other members of staff towards achieving results

5. Have a high sense of impersonal orientation

They must not be involved in sentiments or emotion to compromise the interest of the University, and must be able to divorce personal interest from the performance of official duties.

6. Demonstrate good work ethics:

Punctuality, loyalty, commitment to duty, good sense of response time, personal effectiveness, initiative and proactive, doing it by the rules, politeness, not given to gossip, good time management and brotherly feeling.

7. Be disposed to new knowledge and new ideas:

'Yesterday's excellence is today's mediocrity' 'Education is the continuous awareness of our ignorance' continuous self- improvement. Do not hold on to old-model way of doing things.

8. Have good communication skills and be a good listener.

9. Be respectably dressed for work.