

**UNIVERSITY OF PORTHARCOURT  
PORT HARCOURT NIGERIA**



**REGULATIONS GOVERNING  
STAFF CONDITONS  
OF SERVICE**

**SEPTEMBER, 2015**

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## **1. PRELIMINARIES**

### **1.1 General Notes**

These regulations governing the Conditions of Service of the Staff of the University of Port Harcourt have been made by the Governing Council of the University and they apply to all persons on the payroll of the University.

All Employees, whether single or married, have the same conditions of service except where otherwise stated or where there would be duplication of benefits by a member of staff and his spouse. In these regulations unless the context indicates otherwise the terms “he”, “him” and “his” shall include reference to a female member of staff.

### **1.2 INTERPRETATION**

In the event of any question regarding the interpretation of these regulations, the question shall be referred, in the first instance to the Registrar and thence on appeal to the Vice-Chancellor and Council.

### **1.3 DEFINITIONS**

- i. The University means the University of Port Harcourt established by the University of Port Harcourt Act No. (1979). 84
- ii. Council: Means the Council established under the University of Port Harcourt Act No.84(1979).
- iii. Senate: means the Senate established under the University of Port Harcourt Act No. 84 (1979).
- iv. Congregation: means the Congregation established under the University of Port Harcourt Act No.84(1979).

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- v. **Chancellor:** means the Chancellor of the University
- vi. **Pro-Chancellor & Chairman:** means the Pro-Chancellor and Chairman of the Council of the University.
- vii. **Vice-Chancellor:** means the Vice-Chancellor of the University.
- viii. **Deputy Vice-Chancellor:** means an appointee of the Vice-Chancellor in the University
- ii. **Registrar:** means the Registrar of the University
- x. **Bursar:** means the Bursar of the University
- xi. **University Librarian:** means the Librarian of the University
- xli. **Director:** means Director of an Academic, Administrative or Technical Department in the University.
- xlii. **Provost:** means the Academic and Administrative Head of a College.
- xiv. **Dean:** means the Academic and Administrative Head of a Faculty except as otherwise stated. e.g. Dean of Student Affairs.
- xv. **Department:** means any Unit of the University, Academic, Non-Teaching established by the Senate and Council.
- xvi. **Head of Department:** means a staff appointed by the Vice Chancellor as the Head of any Academic, Administrative or Technical Department or Service Unit in the University.

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- xvii. Reporting Officer, where the context applies,** means the Vice-Chancellor, Deputy Vice- Chancellors, Registrar, Bursar, University Librarian, Provost, Deans or Heads concerned.
- xviii. College:** means an aggregate of Faculties in related discipline under a “Provost.”.
- xix. Faculty:** means a body of related academic disciplines established by Senate and Council.
- xx. Institute:** means an academic unit established within the University for research and/or instruction in specialized areas.
- xxi. Unit:** means any of the Service Units within any Faculty College or within an Administrative or Technical Department
- xxii. Division/Section:** means any functional component within any administrative or Technical Department in the University
- xxiii. Board or Committee:** means a deliberative body with membership and terms of reference set up by the University and approved either by the Council or Senate or both.
- xxiv. Division/Section:** means any functional component within any Administrative or Technical Department in the University.
- xxv. Staff:** means employees of the University.



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- xxvi. Academic Staff:** means all persons holding appointment as members of the teaching and/or research staff of the University, and whose primary duty is teaching and/or research and any such other duties as Senate may from time to time determine.
- xxvii. Non-Teaching Staff:** mean persons holding appointment other than those in teaching cadre
- xxviii. Senior Staff:** means all staff of the University on CONTISS 6-15 or CONUASS 1-7 or as may be determined from time to time.
- xxii. Junior Staff:** means employees on the Consolidated Tertiary Institutions Salary Structure (CONASS) 1-5.
- xxx. Temporary Staff:** means an employee who is appointed temporarily on the authority of the Vice-Chancellor (in the case of senior staff) and Registrar (in the case of Junior staff) and on non-pensionable yearly term as may be stated in his Letter of Appointment.
- xxxi. Established Post:** means a post in the approved Budget.
- xxxii. Established Employee:** means an employee appointed on pensionable or non-pensionable terms to fill an established post in the Estimates of the University.
- xxxiii. Child:** means a biological child or a legally adopted child, In accordance with any adoption law applicable in Nigeria, aged less than 18 years or less than 21 years if receiving fulltime education in an educational institution.

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**xxxiv. Family:** means staff member, spouse and up to 5 children aged less than 18 years, or if receiving full-time educational institution, less than 21 years.

**xxxv. Trade Union:** Means any of the following four trade **Unions:**

- a) Academic Staff Union of Nigerian Universities (ASUU)
- b) Senior Staff Association of Nigerian Universities (SSANU)
- c) National Association of Academic Technologist (NAAT)
- d) Non-Academic Staff Union of (NASU)

**xxxvi. Academic Year:** means the period of twelve months from 1<sup>st</sup> of October to 30<sup>th</sup> September of the following year.

**xxxvii. Date of Appointment:** means the date on which an employee assumes duty with the University.

**xxxviii. Incremental Date:** means the date (1<sup>st</sup> October) on which an employee's salary is increased.

**xxxix. Leave Year:** means the period between 1<sup>st</sup> January and 31<sup>st</sup> December of the same year.

**xl. Promotion:** means advancement of staff from one scale to another other than the review or by direct appointment and shall be effective from 1 October of the year.

**xli. Re-grading:** means the review or the adjustment of salary grade or position of a member of staff.

**xlii. Session or Academic Year:** means the period of twelve (12) months, which normally begins on 1<sup>st</sup> October and ends 30<sup>th</sup> September of the following year.

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- xliii. Semester:** means part of an academic year usually lasting fifteen (15) to eighteen (18) weeks.
- xliv. Labour Code:** means the Labour Code of the Federal Republic of Nigeria and includes all the labour legislations in force in Nigeria.
- xlv. Withdrawal of Service:** means the termination of an employee's service at his own option after serving for five (5) years or more but less than ten (10) years.
- xlvi. Resignation:** means the termination of an employee's services at his own option.
- xlvii. Termination:** means the cessation of an employee's service by the University Authorities.
- xlviii. Retiring Age:** means the retiring age of seventy (70) years for Academic Staff within the professorial cadre and sixty - five (65) years for other staff.
- xlix. Suspension:** means the temporary cessation of the service of a member of staff following an alleged misconduct.
  - 1. Interdiction:** means an order forbidding a member of staff facing criminal charges from attendance at his duty post until such charges have been disposed of.
  - ii. Dismissal:** means the removal of an employee from the service of the University as a result of misconduct.
  - lii. Public Service:** means any service or employment recognized as such by the University Council, including authorities and employment:

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- a) Listed in Regulation 8 of the Pensions Regulation to the Pensions Act, Cap. 147, subject to the implications of the new Pensions Act.
- b) Already declared “Approved Services” under the Pensions Act 147, subject to the provisions of the new Pensions Act.

liii. Transfer Value: means the amount paid and accepted in complete discharge of Pensions liability in respect of a member of staff at the time of his transfer to or from a public service, subject to the provisions of the new Pensions Act.

liv. Final Salary: means the basic salary, including allowances being paid to the member of staff for housing, transport, meal subsidy, utility, entertainment, domestic servants etc. to entitled staff at the date of his retirement.

lv. Misconduct: means conduct prejudicial to the good name of the University and/or to discipline and the proper administration of the business of the University. Without prejudice to the generality of this definition, it includes; Willful act or omission or general misconduct to the scandal of the public or to the prejudice of discipline and proper administration of the Government e.g. dishonesty, drunkenness, false claims against Government, foul language, insubordination, negligence, falsification or suppression of records, failure to keep records, sleeping on duty, loitering, unruly behavior, dereliction of duty etc.; Engaging in trade or business without authority; improper dressing to office or while performing official duties; hawking merchandise or engaging in any other of trading on office premises during office hours. Failure to appear or to answer questions satisfactorily in an investigation before any person or body constituted by the University or any of its authorized constituent bodies for the purpose of investigating any matter provided for in or arising out of any of these bodies, and conviction on a criminal offence other than traffic or boating offences.

### **lvi. Gross Misconduct**

Gross misconduct is defined as a specific act of very serious wrong doing and improper behavior which can be investigated and proved. It includes: Willful act or omission or general misconduct to the scandal of the public; conviction on a criminal charge (other than a minor traffic or sanitary offence or the like; Absence from duty without leave; disobedience e.g. refusal to accept posting; negligence; suppression of records; false claims against Government; serious financial

embarrassment; unauthorized disclosure of official information, etc.; corruption; embezzlement; plagiarism intellectual property right (i.e. copy right); fighting while on duty; membership of secret societies; violation of section 14(3) of the 1979 constitution of the Federal Republic of Nigeria; contravention of any provision of the Public Civil Rules and Financial regulation; dishonesty; drunkenness; insubordination; falsification of records; failure to keep records; foul language;

#### **1.4. CODE OF CONDUCT FOR LECTURERS**

- a. **Obey** the laws and regulations of the University
- b. Maintain Honesty, Integrity, fairness and High performance in all activities.
- c. Respect the statutory rights of staff and students.
- d. Must not engage in or be a member of any secret cult
- e. Should not divulge official secrets, alter or forge official documents, or aid/abet others in doing same.
- f. Commence lectures promptly, adhering strictly to the official University time-table and venue. Changes require written approval of the HOD
- g. Provide detailed schedule of lectures/practical's/clinical's during the first lecture.
- h. Provide adequate explanation while lecturing and only staff officially assigned by the departmental board are permitted to give lectures.
1. Must not sell books/handouts to students either personally or through other persons or student representatives.
- j. Must not compel students to buy books/handouts overtly or covertly using tactics such as; keeping records of students' names and matriculation numbers, attachment of assignments to books and withholding of grades or results of assignments/tests/examinations.
- k. Must not write projects/assignments for students in exchange for gratification or collude with students in examination malpractice.
1. Must not victimize students for sex, ethnic, religious or personal reasons.
- m. Observe all copyright laws and acknowledge authors/students whenever their works are used.

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n. Should not do anything that will tarnish the image of the University. V

### **1.5. CODE OF CONDUCT FOR NON-TEACHING STAFF**

- a. Obey the laws and regulations of the University
- b. Maintain Honesty, Integrity, fairness and Total Quality Management (TQM) in all activities (i.e. doing the right things at the first time).
- c. Respect the statutory rights of staff and students.
- d. Must not engage in or be a member of any secret cult
- e. Should not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/receipts or aid/abet others in doing same.
- F. Must not intercept or misappropriate University money or approve expenditure for goods/services not delivered or over-invoicing of same.
- g. Must not aid/abet examination malpractice or engage in dubious transactions, including demanding or receiving gratification for official duties.
- h. Must respect and maintain the hierarchy in Administration.
- i. Adhere strictly to the official resumption/closing time and must dress decently and appropriately.
- j. Must not use official time for private business or engage in practices such as trading and enrolment in full-time studies.
- k. Must not use unauthorized persons to perform official duties.
- l. Must exercise self-discipline and restrain at all times and deal politely with staff, students and the general public.
- m. Must not be absent from duty without official approval or approved sick leave (Excused Duty Certificate) authenticated by the University Health Centre.

- n. Should not do anything that will tarnish the image of the University.

## **1.6. Hours of Work**

### **Policy**

The University will maintain work hours for its staff in accordance with relevant statutory regulations, operational needs and the maintenance of effective and efficient standards of work.

### **Normal Working Week**

The University observes the following hours of work:

Mondays — Fridays; for non-operational staff, 8:00am — 4:00pm. The break period shall be for one (1) hour and may be staggered for operational convenience.

### **Recording of Hours of Work**

Unless specifically exempted, staffs are required to record when they report for and close from work each day. All movement during the official working hours must be logged in the movement register.

## **2. APPOINTMENTS**

Appointments are made by the Council or on its behalf by the Vice-Chancellor, the Registrar or the Committee to whom the power to make appointments has been delegated by the Council. The Committees empowered to make appointments are the Appointments and Promotions Committee (Academic) in respect of academic staff; the Appointments and Promotion Committee (Senior Professional, Administrative and Technical Staff) in respect of non-teaching staff on University Salary of CONUASS (for Academic Staff) and CONTISS 6 and above (for Senior non- Teaching Staff) respectively other than the Vice-Chancellor, the Registrar, Bursar, University Librarian, and the Director of Works and the Junior Staff Committee in respect of staff on CONTISS 1- 5.

The Vice-Chancellor is empowered to make Temporary Appointments to a senior staff position for a period not exceeding one year and the Registrar is empowered to make Temporary Appointments to a junior staff position for a period not exceeding one year.

The procedures and criteria relating to appointments are as set out in Appendices 1-111 of the Regulations in respect of academic, senior non-teaching and junior staff, respectively.

Appointments other than Temporary Visiting or Part-Time (Adjunct) may be pensionable or on contract.

Every appointment shall be offered in writing and shall be on such terms as are set out in the letter of appointment and contract of employment signed on behalf of the University by the Registrar or by such other member of the University administration as may be authorized to do so and any such contract shall contain a provision that the Terms and Conditions of Service therein specified are - subject to the Laws, Regulations and Statutes of the University.

An appointment shall not be valid until it has been accepted in writing.

### **2.1 Declaration of Age**

Every appointee is obliged to disclose his true age on first appointment. No alternation to an employee's age as declared on appointment shall subsequently be permitted unless on the basis of valid new evidence other than an affidavit.

### **2.2 Medical Examination**

Appointment to an established post is subject to submission by the new appointee of a certificate of good health issued by the Director of health services of the University of Port Harcourt and forwarded to the Registrar:

### **2.3 Pensionable Appointment**

- (a) Except as provided under (d) below. A pensionable appointment below the grade of Professor/Registrar or equivalent shall be for probationary period of two years from the date of first appointment regardless of whether the person concerned has been transferred from one area of University activity to another. Thereafter the appointment shall be subject to review and may be extended for specific periods, confirmed to retiring age, or terminated at the discretion of the Council of the University or the appropriate Committee to which such functions have been delegated by the Council.



- (b) The procedures and criteria relating to confirmation of appointment are as set out in Appendix VI of these regulations.
- (c) A pensionable appointment shall be to retiring age.
- (d) An Employee whose application for the transfer of service (prior to assumption of duty from his former employer within the public service in Nigeria) has been accepted, shall be deemed to have been confirmed in his appointment in the University if that appointment was confirmed by the former employer in the Nigerian public service from which his service is being transferred.

#### **2.4 Contract Appointment**

Contract appointments are for specified periods not exceeding two years. Except for the restriction and except as otherwise indicated in these regulations or in the contract of appointment, the conditions of service of contract employees are as for pensionable employees.

#### **2.5 Temporary Appointments**

Temporary Appointments are for specified periods not exceeding one year and the terms and conditions of such appointments are specified in the letter and contract of appointment. A period of temporary appointment in an established post shall count as part of a period of probation or part of a period of pensionable or contract appointment for purposes of confirmation and pensionability of appointment or of contract benefits provided that such temporary appointment is relevant and is immediately followed by a pensionable or contract appointment.

#### **2.6 Appointments of visiting Scholars/Professors**

Short term appointments as Visiting Scholar/Professor may be made by the Vice-Chancellor for periods up to one year or by the Appointments and Promotions Committee (Academic) for periods up to two years. The terms of such appointments are set out in Appendix XIII

#### **2.7 Part-Time Appointment**

Part-Time appointment may be made in the manner prescribed below:

- (i) For academic positions, Part-Time appointment shall be considered by the College/Faculty Board concerned which shall thereafter make a

recommendation to the Appointments and Promotion Committee (Academic) for approval.

- (ii) For senior or junior part-time appointments, the Reporting officer may recommend to the Vice-Chancellor or the Registrar who may approve and report later to the Appointments and Promotions Committee (Spats) or the Junior Staff Committee as the case may be. Persons holding visiting or Part-time appointments are not regarded as staff of the University within the terms of these regulations and the terms and conditions of such appointments are specified in the letter and contract of appointment.

## **2.8 Casual Staff**

No Daily Paid: Workers shall be engaged in the University except for special assignments or emergency jobs, casual/daily paid workers may be engaged at approved rate for specific periods with the approval of the Registrar or Vice-Chancellor. Such workers must be laid off on the completion of the specific assignments or jobs.

## **2.9 Disabilities for Appointment**

- (i) A conviction for a criminal offence or termination or dismissal by a previous employer shall disqualify a person from being offered employment by the University. Where an employee is found to have deliberately withheld such information from the University he shall be liable to summary dismissal.
- (ii) An employee whose appointment in the University has been terminated on grounds of misconduct shall not be reappointed to the University service.

## **2.10 Appointments and Promotions**

All appointments below the grade of Professor or equivalent are reviewed each year in June or July. The procedures relating to such reviews are as set out in Appendices ii, iii and v to these Regulations.

## **2.11 Outside Work**

- (i) All appointments other than part-time appointments are full time and no member of staff shall engage in any profession, trade or business or undertake any work or service whether paid or unpaid for any other organization, agency or body unless he has received in writing the permission of the Council to do so on terms and conditions approved for the particular undertaking.

- (ii) A member of staff who violates this Regulation shall be liable to termination of his appointment.
- (iii) Where work undertaken involves use of University materials, equipment or time the member of staff may be required to pay to the University such proportion of the fees or honoraria received as the Council may determine.
- (iv) For the purpose of this regulation outside work does not include service as external examiner or external assessor in other institutions or the giving of occasional seminars or lectures elsewhere.

### **3. TERMINATION OF APPOINTMENT**

#### **3.1 Termination of Appointment by the Employee**

##### **(i) Professorial Staff or Equivalent**

A professor shall not terminate his appointment other than on 30 September in any year after having given to the University six months' notice in writing of his intention to do so or after paying six month's salary in lieu of notice, unless the consent of the Vice Chancellor acting on behalf of the Council, be otherwise obtained. An employee on the administrative, technical or professional staff of rank equivalent to that of a professor may terminate his appointment at any time after giving three months' notice in writing of his intention to do so or after paying three months' salary in lieu of notice.

##### **(ii) Other Member of Staff (other than Professor or equivalent)**

A member of the academic staff below the grade of a Professor shall not terminate his appointment other than on the 30 September in any year after having given to the University three months' notice in writing of his intention to do so or after paying three months' salary in lieu of notice, unless the consent of the Vice Chancellor, acting on behalf of the Council, be otherwise obtained. An employee on the non-teaching staff with a rank below USS 5 may terminate his appointment at any time after giving a month's notice in writing of his intention to do so or paying a month's salary in lieu of notice.

##### **(iii) Temporary Appointment**

Notwithstanding the foregoing, a temporary appointment may be terminated at any time by either party by one month's notice given in writing or payment of one month's salary in lieu of notice in the case of senior staff or

two weeks' notice in writing or two weeks'-salary in lieu of notice in respect of junior staff.

### **3.2 Refund of Passage Fare and Baggage Allowance**

A member of staff who terminates his appointment within the probationary period or before the end of his first contract period shall refund to the University the passage fare and baggage allowance which the University expended on his behalf on his appointment, unless the Vice-Chancellor, acting on behalf of Council, condones the refund upon extenuating circumstance.

All cases of termination of appointment shall be reported to the Appointments and Promotions Committee (Academic).

Appointments and Promotions Committee (Senior Professional Administrative and Technical Staff) or the Junior Staff Committee as the case maybe.

In the foregoing paragraphs of this section, the meaning of the expression termination of appointment includes transfer of service, withdrawal of service, resignation and retirement.

### **3.3 Retiring Age**

The retiring age is 70 years for Academic Staff within the Professorial Cadre and 65 years for other staff members.

### **3.4 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 basis 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.

### **3.5. Removal and Discipline of Senior Staff**

- (a) Without prejudice to the provision of section 15 of the University of Port Harcourt Act for gross misconduct (see Appendix IX), if a Head 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 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 act of indiscipline, offence against regulations or misconduct as well as the reply (if any) of the person concerned to the charges him, and the recommendations of the Head.
- (b) The Vice-Chancellor after considering the report may;
  - (i) dismiss the charges against the member of staff;
  - (ii) direct that the person be given a normal warning in writing;
  - (iii) Cause the matter to be investigated by a person or committee appointed by the Vice-Chancellor and afford the member 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 Promotion Committee.
- (c) The Appointments and Promotions Committee after considering the report may;
  - (i) dismiss the charges against the member of staff;
  - (ii) direct that the person be given a formal warning in writing or
  - (iii) impose such disciplinary measures 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 Decision of the Committee through the Vice-Chancellor either.
  - (i) to the appropriately Appointments and Promotions Committee to reconsider the matter on grounds of additional information not previously available to the Committee: or
  - (ii) to the Council.
  
- (e) The provisions of Sections 15 of the University of Port Harcourt Act (See Appendix IX) shall apply in cases of gross misconduct by a member of the Senior Staff.

### **3.6 Removal and Discipline of Junior Staff**

The discipline and removal of a member of the Junior Staff shall be in accordance with such rules and regulations as may be made from time to time by the Council. The disciplinary procedures are outlined in (Appendix VIII).

## **4. PENSIONS AND GRATUITY**

### **4.1 Pensionable Appointments**

Employees on Pensionable Appointment are eligible for pensions and gratuities under the Nigeria Federal-Government Pensions Scheme subject to the rules and regulations governing the scheme as conditioned in Appendix X to these Rules and Regulations.

- (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**
  - ci) Integrity

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

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

**(d) ON-THE-JOB PERFORMANCE**

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

**ii. DETERMINATION OF PASS MARKS**

A SPATS 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.

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))

#### **APPENDIX IV**

### **Procedure for Recruitments, Selection and Appointment of Junior Staff, on CONTISS 1-5**

#### **A. Procedure for Recruitment, Selection and Appointment**

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 Dean of the Faculty or Head of the Administrative/Technical department/Service Unit in which the vacancy occurs.
2. The Registrar shall arrange to advertise the vacancies in any Nigerian Newspaper 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 applications from the Registrar.
5. Interview and selection exercise for post on CONTISS 1-3 shall be conducted in the Faculty or Administrative/Technical Department/service Unit concerned and the report of the interview shall be endorsed by the



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- 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 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 for ratification.
  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).

**APPENDIX V**

**PROCEDURES AND CRITERIA FOR PROMOTION OF JUNIOR STAFF**

1. In April 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 e 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 Vo existing vacancies only.

## **APPENDIX VI**

### **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. SPICAL 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 Promotions committee through the Faculty Appointments and Promotions 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. 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.

**APPENDIX VII**

**RE-ENGAGEMENT OF RETIRED OFFICERS**

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

## **APPENDIX I**

### **PROCEDURE FOR APPOINTMENT OF ACADEMIC STAFF**

1. Without prejudice to the power of the Vice —chancellor to approve temporary appointments for a period not exceeding one year, following procedures shall be adopted for appointment to academic staff positions.
2. All vacant positions shall be advertised. The draft of the advertisement shall be sent to the Registrar by the Provost/Dean the college/Faculty in which the appoint is to be made (hereinafter referred to as the Dean) and the Registrar shall arrange its di in the University, local, national and international press as ma apply to the vacant position .and shall that adequate time i given for receipt of application. All applications shall be sent to the Registrar.
3. Not later than one week after the last day for the receipt application, the Registrar shall send to the Dean a summary of all applications received. The Dean shall, in consultation with the Head of Department, prepare a short list of suitable candidates. A copy of the short list with Dean's comment shall be sent to the Registrar not later than 3 weeks after the last day for the receipt applications.

### **Positions below the grade of Senior lecturer or equivalent**

4. For the Purpose of appointment to positions below the grade Senior Lecturer or equivalent, there shall be constituted in each Faculty or College a Committee to be known as the Faculty Selection Committee. This shall consist of:
  - (i) The Dean
  - (ii) All the Professors in the Faculty/College
  - (iii) 2 Persons elected by the Faculty Board subject to approval by senate
  - (iv) Not more than 2 persons with knowledge of the field in which an appointment is to be made, invited by the Dean for the purpose of particular appointments provided that a person holding a post below the grade of Senior Lecturer or equivalent may be a member of the Committee for appointments to grades below his own. The quorum of the committee shall be 4 including the Dean, provided that the Dean may designate in writing, a person to act on his behalf at particular meetings of the Committee.

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5. The Chairman of the Committee shall be the Dean and the Secretary shall be the College Secretary or Faculty Officer of the College/Faculty respectively.
6. The Committee shall assess a candidate for appointment either by personal interview, or consideration of his curriculum vitae, references and publications, or a combination of these and other tests as it may consider appropriate.
7. The decision of the Committee with relevant documentation shall be sent to the Appointments and Promotions Committee (Academic) for approval. However, the Vice Chancellor may, on the recommendation of the Dean, approve an appointment in accordance with the decision of the Committee subject to subsequent ratification by the Appointments and Promotions Committee.

### **Positions above the grade of Lecturer 1 or equivalent**

8. For an appointment to a post above the grade of Lecturer I, an assessment panel shall be constituted by the Dean and shall be subject to approval by the Vice Chancellor. A person not holding a post of Professor or equivalent may be a member of such a panel only in respect of appointments to grades below his own. The quorum of the panel shall be 5 including the Vice Chancellor, the Dean, and a person with knowledge of the field in which the appointment is to be made, provided that the Vice Chancellor and the Dean may designate persons to act for them on a panel.
9. The Chairman of the panel shall be the Vice Chancellor and the Secretary shall be the Registrar of such member of his staff as may be designated by him to perform that function.
10. The Committee shall assess a candidate for appointment either by personal interview or consideration of his curriculum vitae, references and applications, or a combination of these and other tests as it may consider appropriate. For an appointment to the grade of Reader or Professor, the panel shall in addition consider written assessments of the candidate's publication by not less than 2 assessors external to the University, chosen by the Vice Chancellor after consultation with the Dean. Such assessors must be recognized as distinguished in the field in which the appointment is to be made.

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11. The recommendations of the panel shall be sent to the Appointment and Promotions Committee (Academic) with such supporting materials as the curriculum vitae of the candidate, list of publications, references and, in the case of an appointment to the post of Reader or Professor, the reports of external assessors on the candidate's publications. Subject to paragraph 1 above an appointment shall be made only in accordance with the decision of the Appointments and Promotions Committee (Academic).

## APPENDIX II

### **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 promotion shall be conducted once a year. The process shall begin within each academic department from 1st April to 30th 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 1<sup>st</sup> of May, but not later than the 7th of May. Recommendations from the Faculties must reach the Registrar not later than 15th 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).



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6. The Faculty Appointments I 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 apply 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<sup>th</sup> 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<sup>th</sup> 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<sup>th</sup> 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 I 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.

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- (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 is 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. 1 V2 hours and above must be refereed and published) is equivalent to book. 0 to 6 points
- (h) A musical composition of 1 V2 hours and above (must be referred and published) 0 to 3 points
- (i) 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 patent  
Scientific/Breakthrough/Creative Works - 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 AND 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**

- (i). Bachelor's Degree: 1<sup>st</sup> Class (Hons) 5.0 points  
2 Class (ions) 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 8.0 points
- (v) MBBS/BDS Degrees 7.0points 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 statue before joining the University of Port Harcourt to 0.5 points (10 points maximum)



### **Professional Activities**

- |     |  |            |
|-----|--|------------|
| (s) | 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, 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. | 0 to 1/2     |
| (b) | Appointment (on professional merit to outside body) per year up to a maximum of 2 points   | 0 to 1 point |

### **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 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.C 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 the 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 I Research Fellow I**

For appointment or promotion to this post, a candidate should, in addition to the requirement for the post of Lecturer 11 I Research fellow II / Arts Fellow Grade U, 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 years of teaching experience in a University or Institution of similar status. For the purpose of promotion from Lecturer 1 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 I 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**

- (i) 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 5 years.
- (vi) On receipt of at least two positive reports of the External Assessors, the University Appointments and Promotion Committee shall consider the reports accordingly and make the final decision on the candidate's application.

(vii) To facilitate timely conclusion on applications Readership and Professorship, initial contacts could made with the proposed External Assessors through posts with the candidate's CV containing the list of publications to the Assessor who would be asked to E willingness to assess the candidate within three months. 11 Assessor could be asked to indicate his / her interest in assessing the candidate through phone contact with the Registrar or Director (Academic), following which candidate's publications would be sent to the Assessor through confidential speed post. Every effort should be made to conclude Readership or Associate Art Director/Professorship or Arts Director assessment procedure 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 I the other academic (teaching) staff in the University. They must be encouraged to give more attention to research and public 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 8**

- Possession of a PhD
  - Outstanding research and publications 9.
  - 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  
(a) 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: 66 1-670. (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.2005.12.024 (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 L.E. Redeveloping one to one resort for new markets. In MV Conlin & T Baun (eds), *Island tourism: Management principles and practice* (pp 105-113). Chichester, England: JohnWiley; 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 mean 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

## *Regulations Governing Staff Conditions of Service*

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(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.

## *Regulations Governing Staff Conditions of Service*

**TABLE 1: WEIGHTING OF THE SCORING AREAS**

AREAS OF SCORING	PROFESSOR/ ARTS DIRECTOR	READER/ ASSOCIATE ARTS DIRECTOR	SENIOR LECTURER/ SENIOR RESEARCH	LECTURER I/RESEARCH FELLOW I	LECTURER II/RESEARCH FELLOW 11/ ARTS FELLOW GRADED	ASSISTANT LECTURER/ ASSISTANT RESEARCH	GRADUATE ASSISTANT
	MIN POINTS SCORABLE	MIN POINTS SCORABLE!	MIN. POINTS SCORABLE	MIN POINTS	MIN. POINTS	MIN. POINTS	MIN POINTS
Qualifications	10.0	10.0	10.0	7.0	7.0	4.0	4.0
Teaching/Profes	10.0	8.0	5.0	2.0			
Research and	60.0	50.0	20.0	8.0			
Professional	6.0	5.0	2.0	-			
University/Public	6.0	5.0	2.0	-			
Administrative	3.0	3.0	-	-			
Total Minimum Qualifying	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	LIBRARIAN	ASSISTANT LIBRARIAN	GRADUATE ASSISTANT
	MIN POINTS SCORABLE	MIN POINTS SCORABLE!	MIN. POINTS SCORABLE	MIN POINTS	MIN. POINTS	MIN. POINTS	MIN POINTS
Qualifications	10.0	10.0	10.0	7.0	7.0	4.0	4.0
Teaching/Profes	10.0	8.0	5.0	2.0			
Research and	60.0	50.0	20.0	8.0			
Professional	6.0	5.0	2.0	-			
University/Public	6.0	5.0	2.0	-			
Administrative	3.0	3.0	-	-			
Total Minimum	95.0	81.0	39.0	17.0	7.0	4.0	4.0

**A. 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 treatise 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 detailed 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 of ten 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.

**APPENDIX III**

**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 recommendations to the Appointments and Promotion Committee (SPATS).

**C. PROMOTION TO CONTISS 13**

All cases recommended by the Departmental/Faculty A Committee for promotion to CONTISS 13 shall be considered by a select Committee of the Appointments and Promotion 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 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**

i. 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:

**5.7 Maternity Leave**

A female member of staff who is pregnant is entitled to 16 weeks maternity leave. The Maternity leave shall be with full pay if the female member of staff holds a pensionable or contract appointment and has been in the service of the University for not less than 12 months.

A female member of staff granted such maternity leave shall not be entitled to vacation leave in the same academic year, and where the annual vacation leave has already been taken before the grant of maternity leave, that part of the maternity leave equivalent to the annual leave shall be without pay. A female member of staff who holds a pensionable or contract appointment but has been in the employment of the University for less than 12 months



may be granted maternity leave, but such leave shall be without pay. A female member of staff who holds a temporary appointment and is granted maternity leave;

- (a) Shall be on one-quarter pay if she has been in the employment of the University for not less than 12 months.
- (b) Shall be without pay if she has been in the employment of the University for less than 12 months.

The grant of maternity leave is subject to (a) production of a medical certificate issued by the Director of the University Health Services, or other Medical Practitioner approved by the University, and (b) application to the Registrar through the Reporting Officer concerned.

## **5.8 Sick Leave**

The maximum aggregate, sick leave which can be allowed a member 'of staff who is not hospitalized during any period of twelve months shall be six weeks. Where such a staff member has been absent from duty on the ground of ill-health for an aggregate period in excess of six weeks within twelve calendar month he shall be made to appear before a medical Board with a view to ascertaining whether or not he should be invalidated from the service. Any period of absence on the ground of ill-health in excess of the prescribed aggregate period shall be without pay and shall not be reckoned for purpose of increment or pension.

A member of staff who is recommended by a Medical Board to be permanently invalidated shall immediately commence vacation leave prior to retirement in accordance with the relevant provisions of the public service.

Sick leave for a period of up to six months in the first instance may be allowed to staff member who is hospitalized on the certificate of the Director of the University Health Services or other Medical Practitioner approved by the University subject to extension for another six months of that period that the staff member is still hospitalized. The Director of Health Services will make an arrangement for him to be seen by a Medical Board with a view to its being ascertained whether he should be invalidated from the Service or be allowed further sick leave.



Application for quarters must be made to the Housing Officer on the prescribed form obtainable from the Housing Unit.

A member of staff who is eligible for allocation of quarters whom no quarters are available may be accommodated in a hostel or the University Guest House pending the availability of accommodation.

#### **6.1 Staff Accommodation in Hotels**

**Members of staff lodge in hotels or the University Guest House pending the availability** of quarters shall be granted a refund of the hotel or Guest House bill for board and lodging only of staff, spouse and children, less N.56 per night per adult and half the adult rate per child, subject to a total maximum of 5% of the staff members monthly salary.

The maximum period of such hotel or guest house accommodation shall be 28 days unless permission for extension is given in writing by the Vice-Chancellor.

Members of staff not provided with residential accommodation by the University are entitled to housing allowance at rated set out in the section on allowances.

#### **7. MEDICAL CARE**

Provided that a member of staff has properly registered in the University Health Centre, free medical care (including hospitalization at reduced rate) shall be provided to an employee and his nuclear family (spouse and up to five children) except that the University shall not be responsible for expenses in procuring spectacles (eye-glasses), artificial teeth and other prosthesis unless necessitated by accident while on University business.

Medical care is provided in the University Health Centre. When considered necessary, the Director of Health Services may refer a member of staff or his family for treatment elsewhere in Nigeria and the University shall be responsible for the cost of such treatment, including payment of passages where applicable.

Upon hospitalization in Nigeria with the approval of the Director of Health Service, the University shall be responsible for 50% of charges for hospital accommodation.

A member of staff and their families who fall ill while temporarily absent from the University whether elsewhere in Nigeria or abroad, on vacation leave or on University duty, shall be reimbursed 50% of their medical expenses subject to approval by the Vice-Chancellor on the recommendation of the Director of Health Services that the treatment was necessary and the charges reasonable.

Where the Circumstances so demand the Director of Health Services may refer a member of staff or his family for treatment overseas. Subject to approval by the Council or the Vice-Chancellor, on behalf of the Council, the cost of such treatment including overseas shall be borne by the University.

A member of staff who prefers to be treated by a private medical practitioner instead of availing himself of medical facilities provided by the University shall bear the expenses incurred through such treatment. However, in emergency cases, subject to approval by the Vice-Chancellor, expenses may be refunded at such rates as the Director of Health Services may consider fair and reasonable if an employee or a member of his family is compelled to avail himself of the services of private medical practitioner.

Approved refunds for prescribed drugs purchased elsewhere by patients will be at the manufacturer's recommended retail price.

All prospective employees should be certified medically fit by the University Health Centre before assumption of duties. Expatriate staff should undergo medical examination at the University Health Centre within three months of arrival.

## **8. SALARIES AND ALLOWANCES**

### **8.1 Salary scales for Posts in the University**

The salary scales for posts in the University are in accordance with salary scales stipulated by the National Universities Commission (NUC) and approved by the University Council. The salary scales presently approved for various posts are as in Appendix XII.

**8.2 Allowances and Fringe Benefits**

A staff of the University is entitled to allowances and fringe benefits applicable to staff of equivalent grades in the Civil Service subject to approval by the NUC and such regulations as may be made from time to time by the University Council. The allowances presently approved for application in the University are set out in Appendix **XI** and **XII**.

**8.3 Official Overseas Journey**

The Vice-Chancellor shall determine which overseas journey shall be regarded as official journeys for purpose of payment of overseas expenses allowance at the approved estacode rate.

**8.4 Salary Advances**

On first appointment a member of staff is entitled to receive an advance of one month's salary repayable by three equal monthly reductions from his salary beginning a month after the advance was made. Otherwise, salary advances are not given except under very exceptional circumstances approved by the Vice-Chancellor.

**9. APPOINTMENT OF PUBLIC OFFICERS TO POLITICAL POSITIONS OUTSIDE THE PUBLIC SERVICE**

The President and Commander-in-Chief of the Armed Forces of Nigeria has directed that those public servants who answered the call to serve the nation by accepting political appointments outside the public service with effect from December 31, 1983, be considered to have been on leave of absence without pay and can be considered for redeployment in the public service at the end of their political appointment.

For the avoidance of doubt, these directives do not cover public servants who resigned their appointments and contested elections or participated in partisan politics or those found to have committed offences unbecoming of a public servant.

**10. UNION ACTIVITIES**

**10.1 Recognition**

The University recognizes the existence of the:

- (a) Academic Staff Union of Nigerian Universities (ASUU)
- (b) Senior Staff Association of Nigerian Universities (SSANU)

- (c) National Association of Academic Technologists (NAAT)
- (d) Non-Academic Staff Union of Education and Associated Institutions (NASU)

## **10.2 Membership**

- i. The membership of 'a' above is drawn from the Academic Staff of the University Union.
- ii. The membership of the above is drawn from senior member of staff of the University who are on CONTISS 6-15
- iii. The membership of 'c' above is drawn from the technical staff (technologist and laboratory staff and other related categories of staff).
- iv. The membership of 'd' above is drawn from Junior members of staff of the University who are on CONTISS 1-5.  
Please note that membership is voluntary and check off dues is deductible from members.

## **10.3 Leave to Attend Union Activities**

The University shall at its discretion grant reasonable time-off to its staff to participate in Union Activities provided that this does not conflict with the employees primary responsibilities.

## **11. FIRE AND SAFETY REGULATION**

### **11.1 Fire Instructions and Fire Extinguishers**

All staff must familiarize themselves with the fire instructions posted in each building and with the positions and use of the fire extinguishers.

## **APPENDIX X**

### **PENSION AND GRATUITY SCHEME**

#### **RETIREMENT AGE:**

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;



**APPENDIX XI**

**REVISION OF FRINGE BENEFITS.**

Fringe benefits would be enjoyed by staff as approved by the Federal Government of Nigeria.

**(I) Leave Transport Grant**

The new rates of leave transport grant which have removed the dichotomy between married and unmarried officers are as follows: (As applicable to date)

**(ii) Traveling Allowance**

Traveling allowance payable in lieu of hotel bills for each night as officer is away from his station will now be as follows: (As applicable to date)

**(iii) Transport Allowance:**

The following rates of transport allowance will now be paid to entitled Officers:

(As applicable to date)

**(iv) Rent Supplement**

**Rent supplement shall** now be 20% of an officer's annual salary subject to a minimum of 36 per annum.

(As applicable to date)

**(v) Motor Vehicle Advance or Motor Vehicle**

(As applicable to date)

**Refurbishing Loan.**

50% of the annual salary of an officer repayable in 36 months at 2% interest. (As applicable to date)

**(vi) Kilometer Allowance**

(As applicable to date)

**(vii) Meal Subsidy**

(As applicable to date)

**(viii) Housing Loan**

Housing loan may be granted to officers who qualify for it at the rate of 8 years salary of an officer subject to a maximum of N80,000.00

**(ix) Disturbance Allowance**

(As applicable to date)

**(x) Entertainment Allowance**

Entertainment allowance shall be paid to entitled officers at the following rates: (As applicable to date)

**(xi) Redundancy benefits will be paid at the following rates:**

**(a) Officers who have served for not less - 3weeks**

salary for than 5 years of service each completed year

**(b) Officers who have served for more than 5 years - 5weeks salary for each but less than 10 years completed year of service.**

**(xii) Shift Duty Allowance**

Shift duty allowance should be paid in arrears to all categories of officers who perform shift duties at the rate of 12 V2% of the monthly salary of the Officer.

**APPENDIX XII**

**REMUNERATION AND ALLOWANCES FOR VISITING SCHOLARS/PROFESSORS**

- (1) Visiting Appointments of above one session**  
For visiting appointments of above one session. Visiting Scholars Professors shall be given appropriate contracts of appointment with the usual conditions of service.
- (2) Visiting Appointments of less than one semester**  
For visiting appointments of less than one semester, visiting Scholars/Professors shall be provided with:

  - (a) Free partly furnished accommodation;
  - (b) Basic salary; V
  - (c) Passage for self only.

**APPENDIX XIII**

**APPROVED JOB LIST FOR  
NIGERIAN UNIVERSITIES SYSTEM**

**GRADE 1:**

1. Cleaners
2. General Labour
3. Watchman
4. Gateman
5. Kitchen Attendant
6. Attendant Gardener
7. Messenger
8. Grounds man
9. Head Watchman
10. Gardener
11. Apprentice Craftsman
12. Cook II
13. Bindery Attendant
14. Technical Attendant
15. Library Attendant
16. Zoo Attendant
17. Laundryman
18. Sewage Attendant
19. Health Attendant
20. Technical Attendant (Medical)
21. Technical Attendant (Graphic)
22. Dispensing Attendant
23. Trainee Life-Guard
24. . Laboratory Attendant
25. Hall Attendant
26. Steward II
27. Ward Attendant
28. Ward Orderly
29. Protocol Attendant
30. Forest Attendant
31. Light Designer Cadre
32. Drummer Cadre

## *Regulations Governing Staff Conditions of Service*

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33. Artist Xylophone
34. Model Cadre
35. Mortuary Attendant Cadre
36. Photographic Assistant Cadre
37. Receptionist Cadre
38. Statistical Cadre
39. Studio Attendant
40. Swimming Pool Life Guard Attendant Cadre
41. Wardrobe Attendant Cadre
42. Hospital Maid
43. Power Station Attendant
44. Photographic Attendant
45. Livestock Attendant
46. Linen Maid
47. Store Attendant
48. Dairy Attendant
49. Baker
50. Telephone Attendant
51. Apprentice in Drama 1

### **UNIVERSITY SYSTEM GRADE 2:**

52. Clerical Assistant
53. Field Overseer III (Gardening)
54. Press Attendant
55. Technical Assistant II
56. Cook Grade I
57. Steward Grade I
58. Porter
59. Artisan Grade II
60. Assistant Telephone Operator
61. Patrolman
62. Zoo Keeper
63. Laundry Headman
64. Motor Vehicle
65. Heavy Lorry Driver (10-25 tons)
66. Tractor Driver
67. Head Grounds man
68. Health Assistant

## *Regulations Governing Staff Conditions of Service*

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69. Head Technical Attendant
70. Stores Assistant
71. Life-guard
72. Head Laboratory Attendant
73. Head Ward Attendant
74. Head Orderly
75. Head Messenger/Cleaner
76. Cleaning Supervisor
77. Senior Field Assistant
78. Drawing Office Assistant
79. Photographic Assistant II
80. . Head Library Attendant
81. Road Overseer Grade II
82. Museum Assistant
83. Head Gardener
84. Senior Headman
85. Typist III with only First School Leaving Certificate
86. Cultural Assistant in Training

### **UNIVERSITY SYSTEM GRADE 3:**

87. Health Assistant
88. Field Health Worker
89. Medical Interviewer III
90. Cadet Health Worker
91. Arts Assistant
92. Key punch Operator
93. Machine Operator V
94. Trainee Computer Operator
95. Coder
96. Technical Assistant (Medical)
97. Technical Assistant (Graphic)
98. Store—Keeper
99. Pharmacy Assistant in Training
100. Head Life Guard V
101. Laboratory Assistant
102. Health Assistant Grade II
103. Caretaker
104. Statistical Assistant

## *Regulations Governing Staff Conditions of Service*

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105. Enumerator
106. Tractor Driver I Mechanic
107. Motor Driver I Mechanic Grade II
108. Sewage Supervisor
109. Laundry Charge head / Charge man
110. Senior Zoo Keeper
111. Senior Patrolman
112. Telephone Operator- in -Training
113. Artisan Grade II
114. Senior Porter
115. Bindery Assistant
116. Head Cook
117. Senior Driver Grade II
118. Library Driver Grade II
119. Apprentice Printer
120. Senior Press Attendant
121. Typist Grade III
122. Clerical Officer
123. Head Steward
124. Draughtsman-in-Training
125. Museum Assistant II
126. Photo Finisher
127. Photographic Assistant
128. Field overseer II (Gardening)
129. Head Chairman
130. Linesman
131. Experimental Animal Assistant
132. Survey Assistant-in-training
133. Field Staff
134. Chief Grounds man
135. Auxiliary Teacher Grade III
136. Cultural Assistant
137. Trainee Medical Photographic/Artist

### **UNIVERSITY SYSTEM GRADE 4:**

138. Senior Clerical Officer
139. Secretary Grade IV
140. Head Machine Operator

## *Regulations Governing Staff Conditions of Service*

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141. Printer
142. Senior Library Assistant
143. Senior Technical Assistant
144. Senior Bindery Assistant
145. Chief Porter
146. Artisan Grade I
147. Telephone Operator
148. Assistant Supervisor
149. Head Zoo Keeper
150. Assistant Laundry Foreman
151. Senior Driver Grade I
152. Articulated Vehicle Driver II
153. Senior Statistical Assistant
154. Senior Health Assistant
155. Field Health Worker
156. Medical Supervisor
157. Senior Hall Assistant
158. Senior Key punch Operator
159. Computer Operator
160. Pharmacy Assistant
161. Senior Laboratory Assistant
162. Driver Mechanic II
163. Draughtsman Assistant
164. Survey Assistant
165. Senior Experimental Animal Assistant
166. Senior Field Staff
167. Field Overseer I (Gardening)
168. Craftsman Grade I
169. Museum Assistant Grade I
170. Theatre Assistant
171. Comptometer Operator
172. Senior Arts Assistant
173. Typist II
174. Teacher Grade II
175. Senior Cultural Assistant
176. Senior Medical Photographic Assistant /Artist Assistant



**UNIVERSITY SYSTEM GRADES:**

177. Assistant Executive Officer
178. Secretary Grade II
179. Senior Museum Assistant
180. Senior Printer
181. Assistant Library Officer/Principal Library Assistant
182. Animal Health Assistant
183. Agric. Assistant
184. Forest Assistant
185. Assistant Technical Officer
186. Assistant Bindery Officer
187. Catering Supervisor
188. Assistant Supervisor
189. Assistant House keeper
190. Foreman
191. Senior Telephone Operator
192. Chief Zoo Keeper
193. Laundry Foreman
194. Articulated Vehicle Driver Grade I
195. Senior Tractor Driver
196. Assistant Statistical Officer
197. Medical Interviewer
198. Field Staff Supervisor
199. Senior Technical Assistant
200. Typist I
201. Teacher Grade I
202. Assistant Cultural Officer
203. Assistant Medical Photographic Artist

**UNIVERSITY SYSTEM GRADE 6:**

204. Executive Officer
205. Chief Clerical Officer
206. Secretary Grade II
207. Foreman Printer
208. Library Officer
209. Animal Health Superintendent
210. Agric. Superintendent
211. Forest Superintendent

## *Regulations Governing Staff Conditions of Service*

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212. Technical Officer
213. Bindery Officer
214. Assistant Catering Officer
215. House Keeper
216. Senior Foreman (Works)
217. Assistant Security Officer
218. Laundry Superintendent
219. Statistical Officer
220. Staff Nurse III Staff Midwife II
221. Health Superintendent
222. Field Health Supervisor
223. Machine Room Supervisor I
224. Senior Computer Operator
225. Trainee Programmer/Assistant Programmer
226. Data Analyst I
227. Senior Assistant Technician
228. Senior Assistant Technologist
229. Transport Supervisor
230. Stores Officer
231. Extra-Moral Organizer
232. Senior Laboratory Supervisor
233. Senior Typist
234. Assistant Technical Instructor
235. Assistant Estate Officer
236. Senior Cartographic Draughtsman
237. Hall/Lodge supervisor
238. Telegraph! Telephone Supervisor
239. Radiographer
240. Chief Dispensing Assistant
241. Porter's supervisor
242. Master III
243. Workshop Supervisor
244. Works Supervisor
245. Course Organizer
246. Assistant Superintendent of the Press
247. Assistant Superintendent of Bindery
248. Foreman Bindery
249. Conference Coordinator

## *Regulations Governing Staff Conditions of Service*

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- 250. Chief Motor Driver Mechanic
- 251. Cartographer III
- 252. Assistant Maintenance Officer
- 253. Works Superintendent
- 254. Assistant Coach
- 255. Cultural Officer
- 256. Medical Photographer I Artist

### **UNIVERSITY SYSTEM GRADE7:**

- 257. Higher Executive Officer
- 258. Secretary Grade I
- 259. Higher Animal Health Superintendent
- 260. Higher Library Officer/Librarian II
- 261. Higher Agric. Superintendent
- 262. Higher Technical officer
- 263. Higher Bindery Officer
- 264. Catering Officer
- 265. Senior Hall/Lodge Supervisor
- 266. Security Officer
- 267. Farm Officer Grade II
- 268. Staff Nurse II Staff Midwife I
- 269. Higher Health Superintendent
- 270. Higher House-keeper
- 271. Systems Programmer III Programmer II
- 272. Superintendent of Bindery
- 273. Medical Laboratory Technologist Li
- 274. Higher Stores Officer
- 275. Horticulturist II
- 276. Pharmacist Grade II
- 277. Higher Extra-Mural course Organizer
- 278. Higher Course Organizer
- 279. Assistant Editor
- 280. Graduate Assistant
- 281. Research Assistant
- 282. Assistant Tutor
- 283. Chief Computer Operator
- 284. Senior Machine Room Supervisor
- 285. Admin. Assistant (presently Administrative Officer II)

## *Regulations Governing Staff Conditions of Service*

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286. Assistant Customs and Passage Officer
287. Assistant Maintenance officer (Estate)
288. Senior Shop Supervisor
289. Agricultural Superintendent
290. Internal Auditor III Trainee Auditor
291. Senior Transport Supervisor
292. Maintenance officer II
293. Technologist II
294. Community Development Officer
295. Assistant Planning Officer
296. Laboratory Superintendent
297. Technical Instructor
298. Architect II
299. Quantity Surveyor II
300. System Analyst II
301. Higher Radiographer
302. Superintendent of Press
303. Cartographer II
304. Engineer Grade II/Pupil Engineer
305. Senior Works Supervisor
306. Senior Workshop Supervisor
307. Master Grade II
308. Higher Transport Officer
- 3Q9. Estate Officer II
310. Radiographer I
311. Chief Typist
312. Higher Works Superintendent
313. Coach II
314. Higher Cultural Officer
315. Social Welfare Officer III Counseling Psychologist II
316. Higher Medical Photographer/Artist

### **UNIVERSITY SYSTEM GRADE 8:**

317. Assistant Lecturer
318. Junior Research Fellow/Assistant Research Fellow
319. Assistant Consultant
320. Assistant Arts Fellow
321. Systems Programmer II Programmer I

## *Regulations Governing Staff Conditions of Service*

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322. Assistant Operations Manager
323. Librarian I
324. Administrative Officer (presently Administrative Officer I)
325. Senior Executive Officer
326. Accountant I
327. Internal Auditor I
328. Customs and Passage Officer
329. Maintenance Officer I
330. Engineer Grade I
331. Health Sister/Health Visitor
332. Senior Health Superintendent
333. Technologist I
334. Senior Technical officer
335. Senior Radiographer
336. Master II
337. Personal Secretary II
338. Senior Library officer
339. Senior Animal Health Superintendent
340. Senior Agric. Superintendent
341. Senior Forest Superintendent
342. Senior Bindery Officer
343. Senior Catering Officer
344. Senior House-keeper
345. Senior Security Officer
346. Farm Officer Grade I
347. Editor Grade II
348. Nursing Sister/Nursing Superintendent
349. Senior Health Superintendent
350. Senior Field Health Supervisor
351. Systems Analyst I
352. Senior Technician
353. Medical Officer II
354. Pharmacist Grade I
355. Senior Stores officer
356. Senior Extra-Mural Organizer
357. Senior Community Development officer
358. Planning Officer II
359. Higher Superintendent of Press

## *Regulations Governing Staff Conditions of Service*

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- 360. Cartographer I
- 361. Estate Officer I
- 362. Higher Superintendent
- 363. Tutor II
- 364. Senior Transport Officer
- 365. Medical Laboratory Technologist I
- 366. Master Grade I
- 367. Horticulturist I
- 368. Higher Superintendent of Bindery
- 369. Architect I
- 370. Quantity Surveyor I
- 371. Technical Instructor I
- 372. Senior Course Organizer
- 373. Coach I
- 374. Assistant Operations Manager
- 375. Nurse Tutor
- 376. Assistant Extension Specialist
- 377. Senior Cultural Officer
- 378. Social Welfare Officer II Counseling Psychologist I
- 379. Senior Medical Photographer/Artist
- 380. Higher Medical Records Officer

### **UNIVERSITY SYSTEM GRADE 9:**

- 381. Lecturer Grade II
- 382. Research Fellow Grade II
- 383. Tutor I
- 384. Arts Fellow II
- 385. Consultant II
- 386. Principal Forest Superintendent II
- 387. Principal Catering Officer
- 388. Principal House Keeper
- 389. Assistant Warden
- 390. Senior Farm officer
- 391. Editor Grade I
- 392. Senior Nursing Sisters/Senior Nursing superintendent
- 393. Principal Health Superintendent II
- 394. Principal Field Health Supervisor
- 395. Medical Officer I

## *Regulations Governing Staff Conditions of Service*

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396. Principal Stores Officer
397. Senior Pharmacist
398. Principal Extra-Mural Organizer
399. Personal Secretary I (for the Office of the Vice Chancellor)
400. Senior Technologist
401. Senior Accountant
402. Senior Cartographer
403. Principal Library Officer
404. Principal Animal Health Superintendent II
405. Senior Systems Analyst
406. Senior System Programmer/Senior Programmer
407. Operations Manger
408. Senior Librarian
409. Deputy Chief Security Officer
410. Assistant Registrar
411. Senior internal Auditor
412. Senior Maintenance Officer
413. Senior Engineer
414. Principal Technical Officer II
415. Assistant Bookshop Manager
416. Principal Radiographer II
417. Senior Health Sisters/Senior Health Visitor
418. Senior Quantity Surveyor
419. Principal Agricultural Superintendent II
420. Senior Horticulturist
421. Senior Master II
422. Principal Technician
423. Senior Technical Instructor
424. Senior Estate Officer
425. Senior Superintendent of Bindery
426. Planning Officer I
427. Principal Course Organizer
428. Senior Architect
429. Senior Medical Laboratory Technologist
430. Principal Executive Officer
431. Principal Nursing Officer II
432. Senior Nurse Tutor
433. Senior Coach

## *Regulations Governing Staff Conditions of Service*

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- 434. Extension Specialist II
- 435. Principal Cultural Officer II
- 436. Senior Social Welfare Officer/Senior Counseling Psychologist
- 437. Principal Medical Photographer/Artist
- 438. Senior Medical Records Officer
- 439. Clerk of Works

### **UNIVERSITY SYSTEM GRADE 10:**

- 440. Senior Tutor I
- 441. Warden
- 442. Chief Field Supervisor

### **UNIVERSITY SYSTEM GRADE 11:**

- 443. Lecturer Grade I
- 444. Research Fellow Grade I
- 445. Senior Tutor I
- 446. Senior Editor
- 447. Principal librarian
- 448. Principal Maintenance Officer
- 449. Assistant Chief Catering Officer
- 450. Chief Security Officer
- 451. Assistant Chief House Keeper
- 452. Principal Technologist/Principal Med. Lab. Technologist
- 453. Principal Superintendent of Press
- 454. Principal Systems Analyst
- 455. Principal Systems Programmer/Principal Programmer
- 456. Senior Master/Assistant Head mistress/Headmistress II
- 457. Chief Technician
- 458. Senior Medical Officer II
- 459. Principal Pharmacist I
- 460. Senior Assistant Secretary (for College of Medicine only)
- 461. Principal Accountant
- 462. Principal Internal Auditor
- 463. Assistant Chief Stores Officer
- 464. Senior Planning Officer
- 465. Principal Cartographer
- 466. Principal Estate Officer
- 467. Principal Technical Instructor



## *Regulations Governing Staff Conditions of Service*

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- 468. Principal Architect
- 469. Matron I Principal Nursing Superintendent
- 470. Principal Quantity Surveyor
- 471. Principal Health Visitor
- 472. Assistant Chief Executive Officer I
- 473. Principal Technical Officer I
- 474. Principal Agricultural Superintendent I
- 475. Principal Animal Health Superintendent I
- 476. Principal Forestry Superintendent I
- 477. Principal Health Superintendent I
- 478. Principal Nursing Officer I
- 479. Principal Nurse Tutor
- 480. Senior Assistant Registrar II (presently Senior Assistant Registrar)
- 481. Assistant Chief Library Officer
- 482. Arts Fellow I
- 483. Farm Manager
- 484. Principal Coach
- 485. Assistant Chief Extra-Mural Organizer
- 486. Extension Specialist I
- 487. Principal Cultural Officer I
- 488. Principal Social Welfare Officer/Principal Counseling
- 489. Psychologist
- 490. Assistant Chief Medical Photographer/Artist

### **UNIVERSITY SYSTEM GRADE 12:**

- 491. Senior Consultant II
- 492. Assistant Chief System Analyst
- 493. Assistant Chief System Programmer/Programmer
- 494. Assistant Chief Librarian
- 495. Senior Assistant Registrar I (presently Principal Assistant Registrar)
- 496. Assistant Chief Accountant
- 497. Assistant Chief Internal Auditor
- 498. Assistant Chief Engineer
- 499. Senior Medical Officer I
- 500. Chief Technologist Chief Medical Laboratory Technologist
- 501. Senior Farm Manager
- 502. Senior Matron/Assistant Chief Nursing Superintendent
- 503. Assistant Chief Maintenance Officer

## *Regulations Governing Staff Conditions of Service*

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- 504. Chief Cartographer
- 505. Chief Estate Officer
- 506. Chief Technical Instructor
- 507. Deputy Chief Architect
- 508. Chief Radiographer
- 509. Headmistress I
- 510. Chief Horticulturist
- 511. Principal Planning Officer
- 512. Deputy Chief Quantity Surveyor
- 513. Assistant Chief Nursing officer
- 514. Assistant Chief Nurse Tutor
- 515. Assistant Chief Technical officer
- 516. Assistant Chief Agric. Superintendent
- 517. Assistant Chief Animal Health Superintendent
- 518. Assistant Chief Forestry Superintendent
- 519. Chief Executive Officer
- 520. Chief Crown Officer
- 521. Chief Library Officer
- 522. Principal Pharmacist
- 523. Chief Catering Officer
- 524. Chief House Keeper
- 525. Chief Coach
- 526. Chief Extra-Mural Organizer
- 527. Principal Editor
- 528. Senior Extension Specialist II
- 529. Assistant Chief Cultural Officer
- 530. Deputy Chief Social Welfare Officer/Counseling Psychologist
- 531. Chief Medical Photographer/Artist

### **UNIVERSITY SYSTEM GRADE 13:**

- 532. Chief Systems Analyst
- 533. Chief Systems Programmer/Programmer
- 534. Chief Librarian
- 535. Principal Assistant Registrar (presently Deputy Registrar)
- 536. Chief Accountant
- 537. Chief Internal Auditor
- 538. Chief Engineer
- 539. Principal Medical Officer

## *Regulations Governing Staff Conditions of Service*

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- 540. Principal Farm Manager
- 541. Chief Editor
- 542. Bookshop Manager
- 543. Chief Planning Officer
- 544. Senior Consultant I
- 545. Chief Architect
- 546. Chief Quantity Surveyor
- 547. Printing Manger
- 548. Senior Lecturer
- 549. Senior Research Fellow
- 550. Chief Nurse Tutor
- 551. Chief Technical Officer
- 552. Chief Agricultural Superintendent
- 553. Chief Animal Health Superintendent
- 554. Chief Forestry Superintendent
- 555. Chief Maintenance Officer
- 556. Chief Technologist (Medical/Science)
- 557. Deputy University Pharmacist
- 558. Principal Tutor
- 559. Senior Arts Fellow
- 560. Chief Matron/Chief Nursing superintendent
- 561. Deputy Director of Sports
- 562. Chief Estate Officer
- 563. Senior Extension Specialist I
- 564. Chief Cultural Officer
- 565. Chief Special Welfare Officer/Counseling Psychologist

### **UNIVERSITY SYSTEM GRADE 14:**

- 566. Associate Professor/Reader
- 567. Principal Research Fellow
- 568. Assistant Director Computer Centre
- 569. Deputy Librarian
- 570. Deputy Registrar (presently Senior Deputy Registrar)
- 571. Deputy Director of Works and Services
- 572. Deputy Director of Health Services
- 573. Principal Arts Fellow
- 574. Principal Consultant
- 575. Senior Consultant (Medical)

## *Regulations Governing Staff Conditions of Service*

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- 576. College Secretary
- 577. Farm Director
- 578. University Printer
- 579. Deputy Bursar
- 580. Assistant Director of Planning
- 581. University Pharmacist
- 582. Director of Sports
- 583. Principal Extension Specialist

### **UNIVERSITY SYSTEM GRADE 15:**

- 584. The Registrar
- 585. Directors in the Registry
- 586. Director Audit
- 587. Senior Principal Research Fellow
- 588. Professor
- 589. Chief Consultant (Medical)
- 590. Chief Arts Fellow/Arts Directors
- 591. The Librarian
- 592. Bursar
- 593. Director of Works and Services
- 594. Director of Health Services
- 595. Director of Planning
- 596. Dean of Students
- 597. Director of Computer Centre